



---

## Table of Contents

<b>CLER Field Instructions and Descriptions .....</b>	<b>35</b>
<b>% (Matching Records) - Field Description .....</b>	<b>58</b>
<b>Accepted - Field Description .....</b>	<b>59</b>
<b>Action Code - Field Instruction .....</b>	<b>59</b>
<b>Action - Field Description .....</b>	<b>59</b>
<b>Address - Carrier Field Description .....</b>	<b>59</b>
<b>Address - Carrier Information Search Results Field Description.....</b>	<b>59</b>
<b>Address - Payroll Office Field Description.....</b>	<b>60</b>
<b>Address - Payroll Office Field Description.....</b>	<b>60</b>
<b>Address Line 1 - Carrier Contact Field Description .....</b>	<b>60</b>
<b>Address Line 1 - Carrier Contacts View Field Description.....</b>	<b>60</b>
<b>Address Line 1 - Carrier Field Description.....</b>	<b>60</b>
<b>Address Line 1 - Carrier Information View Field Description .....</b>	<b>60</b>
<b>Address Line 1 - Carrier Plan Contact Field Description .....</b>	<b>60</b>
<b>Address Line 1 - Carrier Plan Contacts View Field Description .....</b>	<b>61</b>
<b>Address Line 1 - Coordinator Field Description.....</b>	<b>61</b>
<b>Address Line 1 - Enrollee Field Description .....</b>	<b>61</b>
<b>Address Line 1 - Enrollee/Survivor Field Description .....</b>	<b>61</b>
<b>Address Line 1 - Form 2809 Add (Part A) Field Instruction .....</b>	<b>61</b>
<b>Address Line 1 - Form 2809 Add (Part E) Field Instruction .....</b>	<b>61</b>
<b>Address Line 1 - Form 2809 View (Part A) Field Description.....</b>	<b>62</b>
<b>Address Line 1 - Form 2809 View (Part E) Field Description .....</b>	<b>62</b>
<b>Address Line 1 - Form 2810 Add (Part A) Field Instruction .....</b>	<b>62</b>
<b>Address Line 1 - Form 2810 Add (Parts B through F) Field Instruction .....</b>	<b>62</b>
<b>Address Line 1 - Form 2810 Add (Parts G and H) Field Instruction .....</b>	<b>62</b>
<b>Address Line 1 - Payroll Office Contact Field Description .....</b>	<b>63</b>
<b>Address Line 1 - Payroll Office Contacts Add Field Instruction.....</b>	<b>63</b>
<b>Address Line 1 - Payroll Office Field Description .....</b>	<b>63</b>
<b>Address Line 1 - Payroll Office Field Description .....</b>	<b>63</b>



Address Line 1 - Personnel Office Contact Field Description .....	63
Address Line 1 - Personnel Office Contacts Add Field Instruction .....	63
Address Line 2 - Carrier Contact Field Description .....	64
Address Line 2 - Carrier Contacts View Field Description.....	64
Address Line 2 - Carrier Field Description.....	64
Address Line 2 - Carrier Information View Field Description .....	64
Address Line 2 - Carrier Plan Contact Field Description .....	64
Address Line 2 - Carrier Plan View Field Description.....	64
Address Line 2 - Coordinator Field Description.....	64
Address Line 2 - Enrollee Field Description .....	65
Address Line 2 - Enrollee/Survivor Field Description .....	65
Address Line 2 - Form 2809 (Part E) Field Description .....	65
Address Line 2 - Form 2809 Add (Part A) Field Instruction .....	65
Address Line 2 - Form 2809 Add (Part E) Field Instruction .....	65
Address Line 2 - Form 2809 View (Part A) Field Description.....	66
Address Line 2 - Form 2809 View (Part E) Field Description .....	66
Address Line 2 - Form 2810 Add (Part A) Field Instruction .....	66
Address Line 2 - Form 2810 Add (Parts B through F) Field Instruction .....	66
Address Line 2 - Form 2810 Add (Parts G and H) Field Instruction .....	66
Address Line 2 - Form 2810 View (Part H) Field Description.....	67
Address Line 2 - Payroll Office Contact Field Description .....	67
Address Line 2 - Payroll Office Contacts Add Field Instruction.....	67
Address Line 2 - Payroll Office Field Description .....	67
Address Line 2 - Payroll Office Field Description .....	67
Address Line 2 - Personnel Office Contact Field Description .....	67
Address Line 2 - Personnel Office Contacts Add Field Instruction .....	67
Address Line 2 - Personnel Office Field Description.....	68
Address Line 3 - Carrier Contact Field Description .....	68
Address Line 3 - Carrier Contact Field Description .....	68
Address Line 3 - Carrier Contacts Field Description .....	68



Address Line 3 - Carrier Field Description.....	68
Address Line 3 - Carrier Information View Field Description .....	68
Address Line 3 - Carrier Plan Contact Field Description .....	69
Address Line 3 - Coordinator Field Description.....	69
Address Line 3 - Enrollee Field Description .....	69
Address Line 3 - Enrollee/Survivor Field Description .....	69
Address Line 3 - Form 2809 Add (Part A) Field Instruction .....	69
Address Line 3 - Form 2809 Add (Part E) Field Instruction .....	69
Address Line 3 - Form 2809 View (Part A) Field Description.....	70
Address Line 3 - Form 2809 View (Part E) Field Description .....	70
Address Line 3 - Form 2810 Add (Part A) Field Instruction .....	70
Address Line 3 - Form 2810 Add (Parts B through F) Field Instruction .....	70
Address Line 3 - Form 2810 View (Part H) Field Description.....	70
Address Line 3 - Payroll Office Contact Field Description .....	71
Address Line 3 - Payroll Office Contacts Add Field Instruction.....	71
Address Line 3 - Payroll Office Field Description .....	71
Address Line 3 - Payroll Office Field Description .....	71
Address Line 3 - Personnel Office Contact Field Description .....	71
Address Line 3 - Personnel Office Contacts Add Field Instruction .....	71
Address Line 3 - Personnel Office Field Description.....	71
Agcy Field Description .....	72
Agency (No Example) - Field Instruction .....	72
Agency - Agency ID Field Description.....	72
Agency - Enrollee Field Description .....	72
Agency - Enrollee Field Instruction .....	72
Agency - Field Description.....	72
Agency - Field Instruction.....	72
Agency - with Note (No Example) Field Description .....	73
Agency - with Note Field Description .....	73
Agency Address Line 1 - Form 2810 View (Part H) .....	73
Agency ID (No Example) - Field Instruction.....	73



Agency ID - Field Description .....	73
Agency ID - Field Instruction .....	74
Agency ID - Form 2809 View (Part E) Field Description .....	74
Agency Name - Field Description.....	74
Agency Name - Form 2809 Add (Part E) Field Instruction .....	74
Agency Name - Form 2809 View (Part E) Field Description .....	74
Agency Name - Form 2810 Add (Parts G and H) Field Instruction .....	75
Agency Use - Field Description.....	75
Amount - Field Description .....	75
Amount - Pay Period Field Description .....	75
Amount Received - Field Description.....	75
Amount Received - Payroll Office Field Description .....	75
Amount Sent - Field Description .....	75
Amount Sent - Payroll Office Field Description.....	76
Annuitant Indicator - Field Description .....	76
Annuity Claim # - Form 2810 Add (Part A) Field Instruction.....	76
Annuity Claim # - Form 2810 View (Part A) Field Description .....	76
As of Date - Carrier Field Description.....	76
As of Date - Carrier Transmissions Field Description.....	76
As of Date - Field Description.....	77
As of Date - Payroll Field Description.....	77
As of Date for Pay Period Transmission From - Field Instruction .....	77
As of Date for Pay Period Transmission To - Field Instruction .....	77
As of Date From - (Required) Field Instruction .....	77
As of Date From - Field Instruction.....	77
As of Date To - (Required) Field Instruction .....	78
As of Date To - Field Instruction .....	78
Authorized Official - First Name (SF 2809) Field Description .....	78
Authorized Official - First Name (SF 2810) Field Description .....	78
Authorized Official - Initial (SF 2809) Field Description.....	78



Authorized Official - Initial (SF 2810) Field Description.....	79
Authorized Official - Last Name (SF 2809) Field Description.....	79
Authorized Official - Last Name (SF 2810) Field Description.....	79
Authorized Official Date Signed - Form 2809 Add (Part I) Field Instruction.....	79
Authorized Official Date Signed - Form 2809 View (Part I) Field Description .....	79
Authorized Official First Name - Form 2809 Add (Part I) Field Instruction.....	79
Authorized Official First Name - Form 2809 View (Part I) Field Description .....	80
Authorized Official First Name - Form 2810 Add (Parts G and H) Field Instruction	80
Authorized Official Initial - Form 2809 Add (Part I) Field Instruction .....	80
Authorized Official Initial - Form 2809 View (Part I) Field Description.....	80
Authorized Official Last Name - Form 2809 Add (Part I) Field Instruction .....	80
Authorized Official Last Name - Form 2809 View (Part I) Field Description.....	80
Authorized Official Last Name - Form 2810 Add (Parts G and H) Field Instruction	81
Authorized Official Phone - Field Description .....	81
Authorized Official Phone - Form 2809 Add (Part I) Field Instruction .....	81
Authorized Official Phone - Form 2809 View (Part I) Field Description .....	81
Cancel Enrollment for Reasons other than Above - Field Description.....	81
Cancel Enrollment for Reasons other than Above - Form 2809 Add Field Instruction.....	81
Cancel Enrollment for Reasons other than Above - Form 2809 View Field Description .....	82
Carr - Field Description .....	82
Carrier - (Carrier Code) Field Description .....	82
Carrier - (Carrier Enrollment Codes Search Results) Field Description.....	82
Carrier - (Drop-down) Field Instruction .....	82
Carrier - (Payroll Office Enrollees View) Field Description .....	82
Carrier - (Required) Field Instruction.....	83
Carrier - Carrier Plan Contacts Field Instruction.....	83
Carrier - Code Field Description.....	83
Carrier - Field Description.....	83
Carrier - Field Description.....	83



Carrier - Field Instruction .....	83
Carrier Comments - (Report) Field Description.....	83
Carrier Comments - Field Description .....	84
Carrier Comments - Field Description .....	84
Carrier Comments - Payroll Office Enrollees Validate Field Description .....	84
Carrier Eff. Date - Field Description .....	84
Carrier Errors - Field Description .....	84
Carrier Errors - Field Description.....	84
Carrier ID (Select - Required) - Field Instruction .....	85
Carrier ID - (Carrier Enrollees) Field Instruction .....	85
Carrier ID - (Carrier Identifiers Search Results) Field Description .....	85
Carrier ID - (Carrier Identifiers) Field Instruction .....	85
Carrier ID - (Optional) Field Instruction .....	85
Carrier ID - Field Description .....	85
Carrier ID - Field Instruction .....	86
Carrier Name - Field Description.....	86
Carrier SSN - Field Description .....	86
Carrier-Total - Field Description.....	86
Change (#) - Field Description.....	86
Change (%) - Field Description.....	86
Change - Form 2809 Add (Part A) Field Instruction .....	87
Change - Form 2809 View (Part A) Field Description.....	87
Change Actual - Field Description .....	87
Change Password - Field Instruction .....	87
Change Percent - Field Description .....	87
Check Box to Create Report Without Totals - Field Instruction .....	87
City - Carrier Contact Field Description .....	87
City - Carrier Contacts View Page Field Description .....	88
City - Carrier Field Description .....	88
City - Carrier Field Instruction .....	88



---

City - Carrier Information Page Field Instruction .....	88
City - Carrier Information Search Results Field Instruction.....	89
City - Carrier Plan Contact Field Description.....	89
City - Carrier Plan Contacts View Field Description .....	89
City - Coordinator Field Description .....	89
City - Enrollee Field Description .....	90
City - Enrollee/Survivor Field Description.....	90
City - Field Instruction .....	90
City - Form 2809 Add (Part A) Field Instruction.....	90
City - Form 2809 Add (Part E) Field Instruction.....	91
City - Form 2809 View (Part A) Field Description .....	91
City - Form 2809 View (Part E) Field Instructions .....	91
City - Form 2810 Add (Parts B thru F) Field Instruction .....	91
City - Form 2810 View (Part H) Field Description .....	92
City - Payroll Office Contact Field Description.....	92
City - Payroll Office Field Description .....	92
City - Payroll Office Field Description .....	92
City - Payroll Office Field Instruction.....	92
City - Payroll Office Field Instruction.....	93
City - Personnel Office Contact Field Description .....	93
City - Personnel Office Contacts Add Field Instruction .....	93
City - Personnel Office Field Description .....	93
Claim # - Field Description.....	94
Claim # - Form 2809 Add (Part E) Field Instruction.....	94
Claim # - Form 2809 View (Part E) Field Description .....	94
Code - Carrier Enrollment Code Field Description .....	94
Code - Carrier Transmissions Search Results Field Description.....	94
Code - Carrier Transmissions View Field Description.....	94
Code - Enrollment Payroll Field Description .....	95
Code - Field Description.....	95
Code - Number Field Description.....	95



Code - Payroll Office Enrollees View Field Description .....	95
Code - Payroll Office Transmission Search Results Field Description .....	95
Code - Payroll Office Transmissions View Field Description .....	95
Code - Transmission Code Field Description .....	96
Code -Total Field Description .....	96
Code Line 1 - Field Description .....	96
Code Line 1 - Form 2809 Add (Part B) Field Instruction .....	96
Code Line 1 - Form 2809 View (Part B) Field Description .....	97
Code Line 10 - Field Description .....	97
Code Line 10 - Form 2809 Add (Part B) Field Instruction .....	97
Code Line 10 - Form 2809 View (Part B) Field Description .....	98
Code Line 2 - Field Description .....	98
Code Line 2 - Form 2809 Add (Part B) Field Instruction .....	98
Code Line 2 - Form 2809 View (Part B) Field Description .....	99
Code Line 3 - Field Instructions .....	99
Code Line 3 - Form 2809 Add (Part B) Field Instruction .....	100
Code Line 3 - Form 2809 View (Part B) Field Description .....	100
Code Line 4 - Field Description .....	100
Code Line 4 - Form 2809 Add (Part B) Field Instruction .....	101
Code Line 4 - Form 2809 View (Part B) Field Description .....	101
Code Line 5 - Field Description .....	101
Code Line 5 - Form 2809 Add (Part B) Field Instruction .....	102
Code Line 5 - Form 2809 View (Part B) Field Description .....	102
Code Line 6 - Field Description .....	102
Code Line 6 - Form 2809 Add (Part B) Field Instruction .....	103
Code Line 6 - Form 2809 View (Part B) Field Description .....	103
Code Line 7 - Field Description .....	104
Code Line 7 - Form 2809 Add (Part B) Field Instruction .....	104
Code Line 7 - Form 2809 View (Part B) Field Description .....	104
Code Line 8 - Field Description .....	105





Code Line 8 - Form 2809 Add (Part B) Field Instruction.....	105
Code Line 8 - Form 2809 View (Part B) Field Description .....	105
Code Line 9 - Field Description .....	106
Code Line 9 - Form 2809 Add (Part B) Field Instruction.....	106
Code Line 9 - Form 2809 View (Part B) Field Description .....	106
Confirmed Errors - Field Description.....	107
Confirmed Errors - Field Description.....	107
Contact (Payroll) First Name - Field Description.....	107
Contact (Payroll) First Name - Form 2809 Add (Part E) Field Instruction.....	107
Contact (Payroll) First Name - Form 2809 View (Part E) Field Description.....	108
Contact (Payroll) Initial - Field Description .....	108
Contact (Payroll) Initial - Form 2809 Add (Part E) Field Instruction .....	108
Contact (Payroll) Initial - Form 2809 View (Part E) Field Instruction.....	108
Contact (Payroll) Last Name - Field Description .....	108
Contact (Payroll) Last Name - Form 2809 Add (Part E) Field Instruction .....	108
Contact (Payroll) Last Name - Form 2809 View (Part E) Field Description.....	109
Contact (Payroll) Phone - Field Description .....	109
Contact (Payroll) Phone - Form 2809 Add (Part E) Field Instruction .....	109
Contact (Payroll) Phone - Form 2809 View (Part E) Field Description.....	109
Contact (Personnel) First Name - Field Description .....	109
Contact (Personnel) First Name - Form 2809 Add (Part E) Field Instruction .....	109
Contact (Personnel) First Name - Form 2809 View (Part E) Field Description.....	110
Contact (Personnel) Initial - Field Description.....	110
Contact (Personnel) Initial - Form 2809 Add (Part E) Field Instruction .....	110
Contact (Personnel) Initial - Form 2809 View (Part E) Field Description .....	110
Contact (Personnel) Last Name - Field Description.....	110
Contact (Personnel) Last Name - Form 2809 Add (Part E) Field Instruction .....	110
Contact (Personnel) Last Name - Form 2809 View (Part E) Field Description .....	111
Contact (Personnel) Phone - Field Description .....	111
Contact (Personnel) Phone - Form 2809 Add (Part E) Field Instruction .....	111
Contact (Personnel) Phone - Form 2809 View (Part E) Field Description .....	111



Corrective Action (Code) - Field Description.....	111
Corrective Action - Field Description .....	112
Corrective Actions % - Field Description .....	112
Corrective Actions Unvalidated - Field Description.....	112
Corrective Actions Validated - Field Description .....	112
Country (Carrier Contact) - Field Description.....	112
Country (Carrier Plan Contact) - Field Description .....	112
Country (Enrollee) - Field Description .....	113
Country (Enrollee/Survivor) - Field Description .....	113
Country (Payroll Office Contact) - Field Description .....	113
Country (Payroll Office) - Field Description.....	113
Country - (Personnel Office Contact) Field Description.....	113
Country - (Payroll Office Contacts Add) Field Instruction .....	113
Country - Carrier Information View Field Description .....	114
Country - Carrier Plan Contacts View Field Description .....	114
Country - Form 2809 Add (Part A) Field Instruction .....	114
Country - Form 2809 Add (Part E) Field Instruction.....	114
Country - Form 2809 View (Part A) Field Description .....	114
Country - Form 2809 View (Part E) Field Description .....	115
Country - Form 2810 Add (Parts B thru F) Field Instruction .....	115
Country - Payroll Office Field Description .....	115
Country - Personnel Office Contacts Add Field Instruction .....	115
Country - Personnel Office Field Description.....	115
Cut Off Date - Field Description .....	116
Date (Agency) - Field Description .....	116
Date (Enrollee Event) - Field Description .....	116
Date (Reconciliation) - Field Description .....	116
Date - Form 2809 Add (Part C and D) Field Instruction .....	116
Date - Form 2809 View (Parts C and D) Field Description .....	116
Date Due - Field Description .....	117



---

Date of Action - Field Description .....	117
Date of Action - Form 2809 Add (Part E) Field Instruction .....	117
Date of Action - Form 2809 View (Part E) Field Description .....	117
Date of Birth (Enrollee) - Field Description .....	117
Date of Birth (Enrollee/Survivor) - Field Description .....	117
Date of Birth - Form 2809 Add (Part A) Field Instruction .....	117
Date of Birth - Form 2809 View (Part A) Field Description .....	118
Date of Birth - Form 2810 Add (Parts B thru F) Field Instruction .....	118
Date of Birth Line 1 - Field Description .....	118
Date of Birth Line 1 - Form 2809 Add (Part B) Field Instruction .....	118
Date of Birth Line 1 - Form 2809 View (Part B) Field Description.....	118
Date of Birth Line 10 - Field Description .....	118
Date of Birth Line 10 - Form 2809 Add (Part B) Field Instruction .....	119
Date of Birth Line 10 - Form 2809 View (Part B) Field Description .....	119
Date of Birth Line 2 - Field Description .....	119
Date of Birth Line 2 - Form 2809 Add (Part B) Field Instruction .....	119
Date of Birth Line 2 - Form 2809 View (Part B) Field Description.....	119
Date of Birth Line 3 - Field Description .....	119
Date of Birth Line 3 - Form 2809 Add (Part B) Field Instruction .....	120
Date of Birth Line 3 - Form 2809 View (Part B) Field Description.....	120
Date of Birth Line 4 - Field Description .....	120
Date of Birth Line 4 - Form 2809 Add (Part B) Field Instruction .....	120
Date of Birth Line 4 - Form 2809 View (Part B) Field Description.....	120
Date of Birth Line 5 - Field Description .....	121
Date of Birth Line 5 - Form 2809 Add (Part B) Field Instruction .....	121
Date of Birth Line 5 - Form 2809 View (Part B) Field Description.....	121
Date of Birth Line 6 - Field Description .....	121
Date of Birth Line 6 - Form 2809 Add (Part B) Field Instruction .....	121
Date of Birth Line 6 - Form 2809 View (Part B) Field Description.....	121
Date of Birth Line 7 - Field Description .....	122
Date of Birth Line 7 - Form 2809 Add (Part B) Field Instruction .....	122



Date of Birth Line 7 - Form 2809 View (Part B) Field Description.....	122
Date of Birth Line 8 - Field Description .....	122
Date of Birth Line 8 - Form 2809 Add (Part B) Field Instruction .....	122
Date of Birth Line 8 - Form 2809 View (Part B) Field Description.....	123
Date of Birth Line 9 - Field Description .....	123
Date of Birth Line 9 - Form 2809 Add (Part B) Field Instruction .....	123
Date of Birth Line 9 - Form 2809 View (Part B) Field Description.....	123
Date of Death - Field Description .....	123
Date of Death - Form 2810 Add (Parts G and H) Field Instruction.....	123
Date Processed - (Processed Run) Field Description .....	124
Date Processed - (Record Processed) Field Description .....	124
Date Processed - Field Description .....	124
Date Processed - Payroll Office Enrollees Reconcile Field Description .....	124
Date Processed - Payroll Office Enrollees Validate Field Description .....	124
Date Received - Field Description.....	124
Date Received - Form 2809 Add (Part E) Field Instruction.....	124
Date Received - Form 2809 View (Part E) Field Description .....	125
Deceased Annuitant SSN - (Payroll Office Enrollees Validate) Field Description .	125
Deceased Annuitant SSN - Field Description .....	125
Deceased Annuitant SSN - Field Description .....	125
Description - (Code) Field Description .....	125
Description - (Enrollment) Field Description .....	125
Discrepancies # - Field Description .....	126
Discrepancies % - Field Description.....	126
Discrepancies - Check Mark Field Description.....	126
Discrepancies - Field Description .....	126
Discrepancies - Field Description .....	126
Discrepancies Recon - Field Description .....	127
Discrepancy - (Carrier Enrollees View) Field Description .....	127
Discrepancy - (Explain/Duplicate - Code 165 or 167) Field Description .....	127



Discrepancy - (Explain/Duplicate - Code 166) Field Description.....	127
Discrepancy - (with description) Field Description.....	128
Discrepancy - Field Description .....	128
Display - (All Codes) Field Instruction.....	128
Display - (All Records) Field Instruction .....	128
Display - (All) Field Instruction .....	129
Display - (Carrier Code) Field Instruction .....	129
Display - (Carrier ID) Field Instruction .....	129
Display - (Form 2809 - All) Field Instruction .....	130
Display - (Payroll Office Contact) Field Instruction .....	130
Display - (Payroll Office Errors Search Results) Field Instruction.....	130
Display - (Personnel Office Contact) Field Instruction .....	131
Display - (System Codes) Field Instruction .....	131
Display - Field Instruction .....	132
Display - Payroll Office Contact Field Instruction.....	132
Display Total Payment Amounts - (Report 13) Field Instruction.....	132
Disputed Errors - Field Description .....	132
Eff. Date - (Carrier) Field Description.....	133
Eff. Date - (Payroll) Field Description .....	133
Effective Date - (Action) Field Description.....	133
Effective Date - (Enrollment) Field Description .....	133
Effective Date - Field Description.....	133
Effective Date - Form 2809 View (Part E) Field Description .....	133
Effective Date of Coverage - Field Description .....	133
Email - (Carrier Contact) Field Description .....	134
Email - (Carrier Plan Contact) Field Description .....	134
Email - (Personnel Office Contact) Field Description .....	134
Email - (Personnel Office Contact) Field Description .....	134
Email Address - (Carrier Contact) Field Description .....	134
Email Address - (Carrier Plan Contact) Field Description.....	134
Email Address - (Payroll Office Contact) Field Description.....	135



Email Address - (Payroll Office Contacts Add) Field Instruction .....	135
Email Address - (Personnel Office Contact) Field Description .....	135
Email Address - (Personnel Office Contact) Field Description .....	135
Email Address - (Personnel Office Contacts Add) Field Instruction .....	135
Email Date - Field Description .....	135
Email Date - Field Description .....	135
Email Time - Field Description .....	136
Email Time - Field Description .....	136
Employee/Annuitant Indicator - Field Description .....	136
Employee/Annuitant Indicator - Field Instruction .....	136
End Date - (Carrier Enrollment Code) Field Description .....	136
End Date - (Carrier Plan) Field Description.....	136
End Date - (Carrier) Field Description.....	137
End Date - (Payroll Office) Field Description .....	137
End Date - (Payroll Office) Field Description .....	137
Enrolled in a Medicare Managed Care Plan - Field Description .....	137
Enrollee SSN - Field Description.....	137
Enrollees (Left/Drop) - Field Description.....	137
Enrollees (New/Add) - Field Description .....	138
Enrollees - Field Description .....	138
Enrollment Changes % - (Added) Field Description .....	138
Enrollment Changes % - (Dropped) Field Description.....	138
Enrollment Changes Added - Field Description.....	138
Enrollment Changes Dropped - Field Description .....	138
Enrollment Code - (Plan and Option) Field Description .....	138
Enrollment Code - Field Description.....	139
Enrollment Code - Field Description.....	139
Enrollment Code - Field Instruction.....	139
Enrollment Code - Field Instruction.....	139
Enrollment Code - Field Instruction.....	139



---

Enrollment ID - Field Description .....	139
Error Code - (Select) Field Instruction.....	140
Error Code - Field Instruction .....	140
Error Code - Field Instruction .....	140
Error Threshold - (Carrier) Field Description.....	140
Error Threshold - (Payroll Office) Field Description .....	140
Error Threshold - (Payroll Office) Field Description .....	140
Errors - Field Description.....	141
Errors Reconciled - Field Description .....	141
Event That Permits Change - Field Description .....	141
Explanation - Field Description .....	141
Fail Count - (Initial Edit) Field Description .....	141
Fail Count - (Quarterly Edit) Field Description .....	141
Fail Count - Field Description.....	142
Fail Count From - Field Instruction.....	142
Fail Count To - Field Instruction.....	142
Fax Number - (Carrier Contact) Field Description.....	142
Fax Number - (Carrier Plan Contact) Field Description.....	142
Fax Number - (Payroll Office Contact) Field Description .....	143
Fax Number - (Payroll Office Contacts Add) Field Instruction .....	143
Fax Number - (Personnel Office Contact) Field Description.....	143
Fax Number - (Personnel Office Contacts Add) Field Instruction.....	143
First Name - (12 positions) Field Instruction .....	143
First Name - (17 positions) Field Instruction .....	143
First Name - (Enrollee New/Survivor) Field Description.....	143
First Name - Enrollee Field Description .....	144
First Name - Enrollee Field Instruction.....	144
First Name Line 1 - Field Description .....	144
First Name Line 10 - Field Description .....	144
First Name Line 2 - Field Description .....	144
First Name Line 3 - Field Description .....	144

---



First Name Line 4 - Field Description .....	145
First Name Line 5 - Field Description .....	145
First Name Line 5 - Form 2809 Add (Part B) Field Instruction .....	145
First Name Line 6 - Field Description .....	145
First Name Line 7 - Field Description .....	145
First Name Line 8 - Field Description .....	145
First Name Line 9 - Field Description .....	146
Foreign Country (Carrier Plan Contact) - Field Description.....	146
Foreign Country - (Agency) Form 2810 View Part H Field Description .....	146
Foreign Country - (Carrier Contact) Field Description .....	146
Foreign Country - (Carrier) Field Description .....	146
Foreign Country - (Enrollee Point of Contact) Field Description .....	146
Foreign Country - (Enrollee/Survivor) Field Description.....	147
Foreign Country - (Payroll Office) Field Description .....	147
Foreign Country - (Payroll Office) Field Description .....	147
Foreign Country - (Personnel Office) Field Description .....	147
From (Quarter/Year - Carrier) - Field Description.....	147
From (Quarter/Year - Code) - Field Description.....	147
From (Quarter/Year) - Field Description .....	148
From - (Other ID) Field Instruction .....	148
Grand-Total - Field Description .....	148
HB ID# - Field Description.....	148
ID - (Payroll Office) Field Description .....	148
ID - Field Description .....	149
Indicator - Field Description .....	149
Initial - (Enrollee New/Survivor) Field Description .....	149
Initial - Field Description .....	149
Initial - Field Instruction .....	149
Initial Line 1 - Field Description.....	149
Initial Line 10 - Field Description.....	150





---

Initial Line 2 - Field Description.....	150
Initial Line 3 - Field Description.....	150
Initial Line 4 - Field Description.....	150
Initial Line 5 - Field Description.....	150
Initial Line 6 - Field Description.....	151
Initial Line 7 - Field Description.....	151
Initial Line 8 - Field Description.....	151
Initial Line 9 - Field Description.....	151
Last Carrier Update Date - Field Description .....	151
Last Carrier Update ID - Field Description .....	151
Last Carrier Update Time - Field Description .....	152
Last Changed Date - (Payroll Office) Field Description.....	152
Last Changed Date - Field Description.....	152
Last Changed ID - (Payroll Office) Field Description .....	152
Last Changed ID - Field Instructions .....	152
Last Changed Time - (Payroll Office) Field Description .....	152
Last Changed Time - Field Description .....	153
Last Name - (Enrollee/Survivor) Field Description.....	153
Last Name - Enrollee Field Description .....	153
Last Name - Enrollee Field Instruction .....	153
Last Name - Field Instruction .....	153
Last Name Line 1 - Field Description.....	154
Last Name Line 10 - Field Description.....	154
Last Name Line 2 - Field Description.....	154
Last Name Line 3 - Field Instructions.....	154
Last Name Line 4 - Field Description.....	154
Last Name Line 5 - Field Description.....	154
Last Name Line 6 - Field Description.....	155
Last Name Line 7 - Field Description.....	155
Last Name Line 8 - Field Description.....	155
Last Name Line 9 - Field Description.....	155

---



<b>Last Payroll Update Date - Field Description.....</b>	<b>155</b>
<b>Last Payroll Update ID - Field Description .....</b>	<b>155</b>
<b>Last Payroll Update Time - Field Description .....</b>	<b>155</b>
<b>Last Validate Date - Field Description .....</b>	<b>156</b>
<b>Last Validate ID - Field Description.....</b>	<b>156</b>
<b>Last Validate Time - Field Description.....</b>	<b>156</b>
<b>Married - (Enrollee) Field Description.....</b>	<b>156</b>
<b>Match - Field Description .....</b>	<b>156</b>
<b>Medicare Spouse - Field Description.....</b>	<b>156</b>
<b>Medicare You - Field Description .....</b>	<b>157</b>
<b>Middle Name - Enrollee Field Description.....</b>	<b>157</b>
<b>Middle Name - Enrollee Field Instruction .....</b>	<b>157</b>
<b>Middle Name - Field Instruction .....</b>	<b>157</b>
<b>Name - (Carrier Contact) Field Description.....</b>	<b>157</b>
<b>Name - (Carrier) Field Instruction.....</b>	<b>157</b>
<b>Name - (Payroll Office) Field Description.....</b>	<b>158</b>
<b>Name - (Payroll Office) Field Instruction .....</b>	<b>158</b>
<b>Name - (Payroll Office) Field Instruction .....</b>	<b>158</b>
<b>Name - Carrier Enrollment Codes Search Results Field Description .....</b>	<b>158</b>
<b>Name - Carrier Field Description.....</b>	<b>158</b>
<b>Name - Carrier Plan Contact Field Description .....</b>	<b>158</b>
<b>Name - Carrier Plan Contact Field Description .....</b>	<b>159</b>
<b>Name - Carrier Plan Contacts Search Results Field Description .....</b>	<b>159</b>
<b>Name - Enrollee Carrier Field Description .....</b>	<b>159</b>
<b>Name - Enrollee Field Description .....</b>	<b>159</b>
<b>Name - Enrollee Payroll Field Description .....</b>	<b>159</b>
<b>Name - Payroll Office Contact Field Description.....</b>	<b>159</b>
<b>Name - Payroll Office Field Description .....</b>	<b>159</b>
<b>Name - Personnel Office Contact Field Description .....</b>	<b>160</b>
<b>Name - Personnel Office Contact Field Description .....</b>	<b>160</b>



---

Name - Personnel Office Contacts Add Field Instruction .....	160
Nature of Action - Field Description .....	160
New Enrollment Code - Field Description .....	160
New Enrollment Code Number - (Survivor Annuitant) Field Description .....	160
New Plan Name - Field Description.....	161
Not Received - Field Description.....	161
Options - (View Only) Field Description .....	161
Options - (View, Activate, Update) Field Description.....	161
Options - (View, Activate, Update, Delete) Field Description.....	161
Options - (View, Reconcile) Field Description .....	161
Options - (View, Update, Activate) Field Description.....	162
Options - (View, Update, Cancel) Field Description .....	162
Options - (View, Update, Delete) Field Description .....	162
Options - (View, Update, Release) Field Description .....	162
Options - (View, Validate) Field Description .....	162
Order By - (Agency ID) Field Instruction .....	163
Order By - (Carrier - Code Sort) Field Instruction .....	163
Order By - (Carrier - Plan Sort) Field Instruction.....	163
Order By - (Carrier ID - Type Sort) Field Instruction .....	163
Order By - (Carrier ID - Year/Quarter Sort) Field Instruction.....	164
Order By - (Carrier, Name, City, State Sorts) Field Instruction.....	164
Order By - (ID - Year/Quarter) Field Instruction .....	164
Order By - (Payroll Office Contact) Field Instruction.....	164
Order By - (Payroll Office Contact) Field Instruction.....	165
Order By - (Payroll Office Information Page) Field Instruction.....	165
Order By - (Payroll Office Information) Field Instruction .....	165
Order By - (Personnel Office Contact) Field Instruction .....	165
Order By - (Personnel Office Contacts) Field Instruction .....	166
Order By - (Transmission Online Entry) Field Instruction .....	166
Order By - (Transmission) Field Instruction .....	166
Order By 1st (Report - Name Carrier) Field Instructions.....	167



Order By 1st - (Carrier - Action Code) Field Instruction .....	167
Order By 1st - (Carrier - Agency) Field Instruction .....	167
Order By 1st - (Carrier - Reason Code) Field Instruction .....	168
Order By 1st - (Carrier ID) Field Instruction .....	168
Order By 1st - (Enrollee) Field Instruction .....	168
Order By 1st - (Enrollment Code - Name) Field Instruction .....	169
Order By 1st - (Payroll Office - Name Sort) Field Instruction.....	169
Order By 1st - (Payroll Office) Field Instruction .....	169
Order By 1st - (Report - Name Enrollment Code) Field Instruction .....	170
Order By 1st - (Report 12) Field Instruction.....	170
Order By 1st - (Report 13) Field Instruction.....	170
Order By 1st - Agency - Name Sort Field Instruction .....	171
Order By 1st - Field Instruction .....	171
Order By 2nd - (Carrier - Action Code) Field Instruction.....	171
Order By 2nd - (Carrier - Agency) Field Instruction .....	172
Order By 2nd - (Carrier ID) Field Instruction.....	172
Order By 2nd - (Carrier) Field Instruction .....	172
Order By 2nd - (Enrollee) Field Instruction .....	173
Order By 2nd - (Enrollee) Field Instruction .....	173
Order By 2nd - (Enrollment Code - Name) Field Instruction .....	173
Order By 2nd - (Payroll Office - SSNO Sort) Field Instruction .....	173
Order By 2nd - (Payroll Office) Field Instruction .....	174
Order By 2nd - (Report - SSNO Enrollment Code) Field Instruction.....	174
Order By 2nd - (Report 13) Field Instruction.....	174
Order By 2nd - (Report) Field Instruction.....	175
Order By 2nd - Agency - SSNO Sort Field Instruction.....	175
Order By 2nd - Field Instruction .....	176
Order By 3rd - (Carrier - Action Code) Field Instruction.....	176
Order By 3rd - (Carrier - Agency) Field Instruction .....	176
Order By 3rd - (Carrier ID) Field Instruction.....	177



Order By 3rd - (Carrier) Field Instruction .....	177
Order By 3rd - (Enrollee) Field Instruction.....	177
Order By 3rd - (Enrollment Code - Name) Field Instruction.....	177
Order By 3rd - (Enrollment Code) Field Instruction .....	178
Order By 3rd - (Payroll Office) Field Instruction.....	178
Order By 3rd - (Payroll) Field Instruction .....	178
Order By 3rd - (Report - Enrollment Code) Field Instruction .....	179
Order By 3rd - (Report 13) Field Instruction .....	179
Order By 3rd - (Report) Field Instruction .....	179
Order By 3rd - Agency Field Instruction .....	180
Order By 3rd - Field Instruction.....	180
Order By 4th - (Carrier - Action Code) Field Instruction.....	181
Order By 4th - (Carrier - Agency) Field Instruction .....	181
Order By 4th - (Carrier) Field Instruction .....	181
Order By 4th - (Enrollee) Field Instruction .....	181
Order By 4th - (Enrollment Code - Name) Field Instruction .....	182
Order By 4th - (Enrollment Code) Field Instruction .....	182
Order By 4th - (Payroll) Field Instruction .....	182
Order By 4th - (Report - Enrollment Code) Field Instruction .....	182
Order By 4th - (Report 13) Field Instruction.....	183
Order By 4th - (Report) Field Instruction.....	183
Order By 4th - Agency Field Instruction.....	184
Order By 4th - Field Instruction.....	184
Order By 5th - (Carrier - Action Code) Field Instruction.....	184
Order By 5th - (Carrier) Field Instruction .....	185
Order By 5th - (Enrollee) Field Instruction .....	185
Order By 5th - (Enrollment Code - Name) Field Instruction .....	185
Order By 5th - (Enrollment Code) Field Instruction .....	186
Order By 5th - (Payroll) Field Instruction .....	186
Order By 5th - (Report - Enrollment Code) Field Instruction .....	186
Order By 5th - (Report 13) Field Instruction.....	187



Order By 5th - (Report) Field Instruction.....	187
Order By 5th - Agency Field Instruction.....	187
Order By 5th - Field Instruction.....	188
Order By 6th - (Carrier - Action Code) Field Instruction.....	188
Order By 6th - (Carrier) Field Instruction .....	188
Order By 6th - (Enrollee) Field Instruction .....	189
Order By 6th - (Enrollment Code - Name) Field Instruction .....	189
Order By 6th - (Enrollment Code) Field Instruction .....	189
Order By 6th - (Report - Enrollment Code) Field Instruction .....	190
Order By 6th - (Report) Field Instruction.....	190
Order By 6th - Agency Field Instruction.....	190
Order By 6th - Field Instruction.....	191
Order By 7th - (Enrollee) Field Instructions .....	191
Order By 7th - Agency Field Instruction.....	191
Order By 8th - (Enrollee) Field Instruction .....	192
Order By 8th - Agency Field Instruction.....	192
Order By 9th - (Enrollee) Field Instruction .....	193
Order by 9th - Agency Field Instruction .....	193
Other Carrier ID - Field Description .....	193
Other ID - Field Description .....	193
Other ID - Field Instruction.....	194
Other ID From - Field Instruction .....	194
Other ID From - Field Instruction .....	194
Other ID To - Field Instruction .....	195
Other ID To - Field Instructions .....	195
Other Insurance - Field Description.....	195
Other Payroll ID - Field Description .....	195
Part B - Termination - Field Description.....	195
Part C - Transfer In - Field Description.....	195
Part D - Reinstatement - Field Description.....	196



---

Part E - Change in Name of Enrollee - Field Description.....	196
Part F - Change in Enrollment/Survivor Annuitant - Field Description.....	196
Password - Field Instruction.....	196
Pay Cycle - (Optional) Field Instruction .....	196
Pay Cycle - Field Description .....	196
Pay Ofc - Field Description .....	197
Payroll Office - Carrier Enrollees Search Results Field Description .....	197
Payroll Office - Field Description .....	197
Payroll Office - Field Instruction .....	197
Payroll Office Code - Field Description .....	197
Payroll Office Comments - Field Description .....	197
Payroll Office Contact - Add Field Description.....	198
Payroll Office Contact - Field Description.....	198
Payroll Office Discrepancy - Field Description .....	198
Payroll Office Eff. Date - Field Description .....	198
Payroll Office Fail Count - Field Description .....	198
Payroll Office ID - (Optional) Field Instruction.....	198
Payroll Office ID - (Payroll Office Contacts Add) Field Instruction .....	198
Payroll Office ID - (Required) Field Instruction .....	199
Payroll Office ID - (Select - Optional) Field Instruction.....	199
Payroll Office ID - (Select - Required) Field Instruction.....	199
Payroll Office ID - Field Description.....	199
Payroll Office ID - Field Description.....	199
Payroll Office Name - Field Description .....	199
Payroll Office Payroll ID - Field Description .....	200
Percent Discrepancies Reconciled - Field Description .....	200
Personnel Office ID - Code Field Description .....	200
Personnel Office ID - Enrollee Field Description.....	200
Personnel Office ID - Field Description .....	200
Personnel Office ID - Field Instruction .....	200
Personnel Office ID - Field Instruction .....	201

---



Personnel Office ID - Form 2809 Add (Part E) Field Instruction .....	201
Phone - (Carrier Contact) Field Description.....	201
Phone - (Enrollee) Field Description.....	201
Phone - (Payroll Office Contact) Field Description .....	201
Phone - (Personnel Office Contact) Field Description.....	201
Phone Number - (Carrier Plan Contact) Field Description .....	201
Phone Number - (Payroll Office Contact) Field Description .....	202
Phone Number - (Payroll Office Contacts Add) Field Instruction .....	202
Phone Number - (Personnel Office Contact) Field Description.....	202
Phone Number - Personnel Office Contacts Add Field Instruction .....	202
Plan - (Carrier) Field Description.....	202
Plan - Field Instruction .....	202
POI - (Personnel Office Contact) Field Description .....	203
POI - Field Description .....	203
POI - Field Description .....	203
POI - Field Instruction.....	203
POI - Payroll Office Enrollee Field Instruction.....	203
POI - With Note Field Description .....	203
Policyholder First Name - Field Description .....	204
Policyholder Initial - Field Description .....	204
Policyholder Last Name - Field Description .....	204
Present Enrollment Code Number - (Enrollee) Field Description.....	204
Present Enrollment Code Number - (Survivor Annuitant) Field Description .....	204
Present Plan Name - Field Description.....	204
Present Plan Name - Form 2809 Add (Part B) Field Instruction .....	205
Processed Date - Field Description .....	205
Processed Time - Field Description.....	205
Processing Code - Field Description .....	205
Pseudo SSN - Field Description .....	205
Qtr - Field Description .....	205





Quarter - (Error Statistics) Field Description .....	206
Quarter - (Payroll Office Enrollees) Field Instruction .....	206
Quarter - (Quarter Transmission Record) Field Description.....	206
Quarter - (Reconciliation 2810 Form) Field Description .....	206
Quarter - (Reconciliation Quarter for Transmission Record) Field Instruction .....	206
Quarter - (Reconciliation Quarter) Field Description .....	206
Quarter - (Select - Optional) Field Instruction.....	207
Quarter - (Select - Reconciliation) Field Instruction .....	207
Quarter - Carrier Transmissions Search Results Field Description .....	207
Quarter - Field Description.....	207
Quarter - Field Instruction.....	207
Quarter - Field Instruction.....	207
Quarter - Field Instructions.....	208
Quarter - Payroll Office Transmissions Search Results Field Description .....	208
Quarter From - Field Instruction.....	208
Quarter To - Field Instruction .....	208
Reason - Field Description.....	208
Reason Code - Field Description .....	208
Reason Code - Field Instruction.....	209
Reconciliation Action - Field Description .....	209
Reconciliation Date - Field Description .....	209
Reconciliation Date From - Field Instruction .....	209
Reconciliation Date To - Field Instruction.....	209
Reconciliation Fail Count - Field Description .....	210
Reconciliation Reason - Field Description.....	210
Reconciliation Total Records - Field Description .....	210
Reconciliation User ID - Field Description .....	210
Reconciliation With Errors - Field Description .....	210
Reconciliation Without Errors - Field Description .....	210
Records - Field Description .....	211
Records Processed - Field Description.....	211



Records Processed - Field Description.....	211
Records Received - Field Description .....	211
Records Reconciled - Field Description.....	211
Records Sent - Field Description .....	211
Records With Errors - (Carrier) Field Description.....	212
Records With Errors - (Payroll Office) Field Description .....	212
Records With Warnings - (Carrier) Field Description .....	212
Records With Warnings - (Payroll Office) Field Description.....	212
Region - Field Description .....	212
Rejected - Field Description.....	213
Released By - Field Description .....	213
Released Date - Field Description.....	213
Released Date - Form 2809 Search Results Field Description .....	213
Released ID - Field Description .....	213
Released Time - Field Description .....	213
Remarks - Field Description .....	214
Remarks - Form 2809 Add (Part E) Field Instruction .....	214
Remarks - Personnel Office Contacts Add Field Instruction.....	214
Report # - Field Description .....	214
Response Reminder Date - Field Description.....	214
Role - (Carrier Contact) Field Description.....	214
Role - (Carrier Plan Contact) Field Description .....	214
Role - (Payroll Office Contact) Field Description .....	215
Role - (Payroll Office Contacts Add) Field Instruction .....	215
Role - (Personnel Office Contact) Field Description.....	215
Role - (Personnel Office Contacts Add) Field Instruction .....	215
Select Another Discrepancy - Field Instruction .....	215
Select Another Discrepancy - Field Instruction .....	215
Sex - (Enrollee) Field Description .....	216
Sex - (Enrollee/Survivor) Field Description.....	216



---

Sex Line 1 - Field Description.....	216
Sex Line 10 - Field Description.....	216
Sex Line 2 - Field Description.....	216
Sex Line 3 - Field Description.....	217
Sex Line 4 - Field Description.....	217
Sex Line 5 - Field Description.....	217
Sex Line 6 - Field Description.....	217
Sex Line 7 - Field Description.....	217
Sex Line 8 - Field Description.....	218
Sex Line 9 - Field Description.....	218
Source - Field Description .....	218
Source - Field Description .....	218
SSN - (Enrollee) Field Description .....	218
SSN - (Enrollee/Survivor) Field Description.....	219
SSN - Field Description .....	219
SSN - Field Instruction .....	219
SSN From - (Range) Field Instruction.....	219
SSN From - Field Instruction .....	219
SSN From - Field Instruction .....	219
SSN Line 1 - Field Description.....	220
SSN Line 10 - Field Description.....	220
SSN Line 2 - Field Description.....	220
SSN Line 3 - Field Description.....	220
SSN Line 4 - Field Description.....	220
SSN Line 5 - Field Description.....	221
SSN Line 6 - Field Description.....	221
SSN Line 7 - Field Description.....	221
SSN Line 8 - Field Description.....	221
SSN Line 9 - Field Description.....	221
SSN To - Field Instruction .....	221
SSN To - Field Instruction .....	222

---



SSN To - Field Instruction .....	222
Start Date - (Carrier Enrollment Code) Field Description .....	222
Start Date - (Carrier Plan) Field Description .....	222
Start Date - (Carrier) Field Description .....	222
Start Date - (Payroll Office) Field Description.....	222
Start Date - (Processed) Field Description.....	223
Start Date - Payroll Office Field Description .....	223
State - (Carrier Contact) Field Description.....	223
State - (Carrier Plan Contact) Field Description .....	223
State - (Carrier) Field Description .....	223
State - (Carrier) Field Instruction.....	223
State - (Coordinator) Field Description.....	224
State - (Enrollee) Field Description .....	224
State - (Enrollee/Survivor) Field Description .....	224
State - (Payroll Office Contact) Field Description .....	224
State - (Payroll Office) Field Description .....	224
State - (Payroll Office) Field Instruction .....	225
State - (Payroll Office) Field Instruction .....	225
State - (Personnel Office Contact) Field Description.....	225
State - Form 2810 View (Part H) Field Description .....	225
State - Payroll Office Field Description .....	225
State - Personnel Office Contacts Add Field Instruction .....	226
Status - (Active/Inactive) Field Description.....	226
Status - (Carrier Transmissions) Search Results Field Description .....	226
Status - (Payroll Office Contacts) Search Results Field Description.....	226
Status - (Payroll Office Errors) View Field Description .....	226
Status - (Processed, Canceled, Released, Not Released) Field Description .....	227
Status - (Transmission Carrier) Field Description .....	227
Status - (Transmission Payroll Office) Field Description .....	227
Status - (Transmission) Field Description .....	227



---

Status - Form 2809 Add Search Results Field Description .....	227
Stop - Field Description.....	228
Submission - (Number) Field Description.....	228
Submission - (Payroll Office Enrollees) Reconcile Field Description .....	228
Submission - (Reconciliation Year/Quarter) Field Description.....	228
Submission - (Sequential File Submission Number ) Field Description .....	228
Submission - (Transmission for Reconciliation Quarter) Field Description .....	228
Submission - Field Description .....	229
Submission Date - (Carrier Transmissions) Search Results Field Description.....	229
Submission Date - (Carrier) Field Description.....	229
Submission Date - (Payroll) Field Description.....	229
Submission Date - Field Description .....	229
Submission Reminder Date - Field Description .....	229
Submitter Use #1 - Field Description .....	230
Submitter Use #2 - Field Description .....	230
Submitter Use #2 - Field Description .....	230
Submitter Use #3 - Field Description .....	230
Survivor Annuity Claim # - Field Description .....	230
Threshold Type - (Payroll Office) Field Description.....	230
Threshold Type - Field Description.....	231
Time Processed - (Process Run) Field Description .....	231
Time Processed - (Record Processed) Field Description .....	231
Time Processed - Field Description.....	231
To (Quarter/Year - Carrier) - Field Description.....	231
To (Quarter/Year - Code) - Field Description .....	231
To (Quarter/Year) - Field Description.....	231
To - (Other ID) Field Instructions.....	232
Total - (Reconciliation Action Codes) Field Description .....	232
Total - (Reconciliation Reason Codes) Field Description .....	232
Total - (Transmission Records) Field Description .....	232
Total Discrepancies Found - Field Description .....	232

---



Total Discrepancies Reconciled - Field Description .....	233
Total Enrollee Records - Field Description .....	233
Total Errors - (Total Field) Field Description .....	233
Total Errors - (Transmission File) Field Description.....	233
Total Errors - Field Description .....	233
Total Errors - Field Instructions .....	233
Total Matches Found - Field Description .....	234
Total Records - (Enrollee) Field Description.....	234
Total Records - (Records) Field Description .....	234
Total Warnings - (Transmission File) Field Description .....	234
Total Warnings - Field Description .....	234
Transmission File Name - (Payroll Office) Field Description.....	235
Transmission File Name - (Payroll Office) Field Description.....	235
Transmission Type - (Optional) Field Instruction .....	235
Transmission Type - (Required) Field Instruction .....	235
Transmission Type - Field Description .....	235
Transmissions - Field Instruction .....	235
TRICARE/CHAMPUS - Field Description .....	236
TRICARE/CHAMPUS Name (Other) - Field Description.....	236
TRICARE/CHAMPUS Other - Field Description .....	236
Type - (Carrier Contact) Field Description .....	236
Type - (Carrier Contact) Field Instruction .....	236
Type - (Carrier Plan Contact) Field Instruction.....	237
Type - (Payroll Office Contact - Required) Field Instruction.....	237
Type - (Payroll Office Contact) Field Description.....	237
Type - (Payroll Office Contact) Field Instruction .....	237
Type - (Payroll Office Contacts Add) Field Instruction.....	237
Type - (Personnel Office Contact) Field Description .....	238
Type - (Personnel Office Contact) Field Instruction .....	238
Type - Personnel Office Contacts Field Instruction.....	238



---

Type - Personnel Office Contacts Search Results Field Description .....	238
Unrecon - Field Description .....	238
User ID - (Form) Field Instruction.....	239
User ID - (Reconciliation) Field Description.....	239
User ID - (Report) Field Instruction .....	239
Validation - (Carrier Transmissions) Search Results Field Description.....	239
Validation - Field Description .....	239
Validation Date From - Field Instruction .....	239
Validation Date To - Field Instructions .....	240
Warning Code - (Select) Field Instruction .....	240
Warning Code - Field Instruction .....	240
Warning Code - Field Instruction .....	240
Warnings - Field Description .....	240
Whld Amt - Field Description.....	240
Year - (Error Statistics) Field Description .....	241
Year - (Error Statistics) Field Instruction .....	241
Year - (Optional) Field Instruction.....	241
Year - (Payroll Office Enrollees) Field Instruction.....	241
Year - (Payroll Office Enrollees) Search Results Field Description .....	241
Year - (Payroll Office Transmissions) View Field Description.....	241
Year - (Reconciliation - Required) Field Instruction.....	241
Year - (Reconciliation Year for Transmission Record) Field Instruction.....	242
Year - (Reconciliation Year) Field Description.....	242
Year - (Reconciliation) 2810 Form Field Description .....	242
Year - (Reconciliation) Field Instruction.....	242
Year - (Required) Field Instruction.....	242
Year - (Transmission Year Record) Field Description .....	242
Year - Field Description.....	243
Year - Field Instruction .....	243
Year From - (Range - Required) Field Instruction .....	243
Year To - (Range - Required) Field Instruction .....	243

---



Year/Quarter - Field Description.....	243
Year/Quarter From - Field Description .....	243
Year/Quarter To - Field Description .....	244
ZIP - (Carrier Contact) Field Description .....	244
ZIP - (Carrier Plan Contact) Field Description .....	244
ZIP - (Carrier) Field Description.....	244
ZIP - (Coordinator) Field Description.....	244
ZIP - (Enrollee) Field Description .....	244
ZIP - (Enrollee/Survivor) Field Description .....	244
ZIP - (Payroll Office Contact) Field Description .....	245
ZIP - (Payroll Office Contacts Add) Field Instruction.....	245
ZIP - (Payroll Office) Field Description .....	245
ZIP - (Personnel Office Contact) Field Description .....	245
ZIP - Form 2810 View (Part H) Field Description .....	245
ZIP - Payroll Office Field Description .....	245
ZIP - Personnel Office Contacts Add Field Instruction.....	246
ZIP Line 1 - Field Description .....	246
ZIP Line 10 - Field Description .....	246
ZIP Line 2 - Field Description .....	246
ZIP Line 3 - Field Description .....	246
ZIP Line 4 - Field Description .....	246
ZIP Line 5 - Field Description .....	247
ZIP Line 6 - Field Description .....	247
ZIP Line 7 - Field Description .....	247
ZIP Line 8 - Field Description .....	247
ZIP Line 9 - Field Description .....	247
<b>CLER Reference Tables .....</b>	<b>249</b>
Discrepancy Codes Table .....	249
Warning Codes Table .....	251
Payroll Office System Codes Table .....	252





---

Carrier System Codes Table.....	253
Reconciliation Reason Codes Table.....	255
Reconciliation Action Codes Table.....	258
Carrier Corrective Action Response Codes Table .....	259
State, U.S. Territory, and Overseas Military Abbreviations Table .....	260
Country Codes Table.....	263
<b>Index .....</b>	<b>275</b>





---

## CLER Field Instructions and Descriptions

This document contains the descriptions of and instructions to complete the various fields in the Centralized Enrollment Clearinghouse System (CLER) web application.

CLER provides an efficient and cost-effective way for both health insurance carriers and Federal Government payroll offices to conduct their quarterly reconciliation of Federal Employees Health Benefits (FEHB) enrollment data records as required by the Office of Personnel Management (OPM).

This section includes the following topics:

<b>% (Matching Records) - Field Description .....</b>	<b>58</b>
<b>Accepted - Field Description .....</b>	<b>59</b>
<b>Action Code - Field Instruction.....</b>	<b>59</b>
<b>Action - Field Description .....</b>	<b>59</b>
<b>Address - Carrier Field Description .....</b>	<b>59</b>
<b>Address - Carrier Information Search Results Field Description .....</b>	<b>59</b>
<b>Address - Payroll Office Field Description .....</b>	<b>60</b>
<b>Address - Payroll Office Field Description .....</b>	<b>60</b>
<b>Address Line 1 - Carrier Contact Field Description.....</b>	<b>60</b>
<b>Address Line 1 - Carrier Contacts View Field Description.....</b>	<b>60</b>
<b>Address Line 1 - Carrier Field Description .....</b>	<b>60</b>
<b>Address Line 1 - Carrier Information View Field Description .....</b>	<b>60</b>
<b>Address Line 1 - Carrier Plan Contact Field Description .....</b>	<b>60</b>
<b>Address Line 1 - Carrier Plan Contacts View Field Description .....</b>	<b>61</b>
<b>Address Line 1 - Coordinator Field Description .....</b>	<b>61</b>
<b>Address Line 1 - Enrollee Field Description.....</b>	<b>61</b>
<b>Address Line 1 - Enrollee/Survivor Field Description .....</b>	<b>61</b>
<b>Address Line 1 - Form 2809 Add (Part A) Field Instruction .....</b>	<b>61</b>
<b>Address Line 1 - Form 2809 Add (Part E) Field Instruction .....</b>	<b>61</b>
<b>Address Line 1 - Form 2809 View (Part A) Field Description .....</b>	<b>62</b>
<b>Address Line 1 - Form 2809 View (Part E) Field Description .....</b>	<b>62</b>
<b>Address Line 1 - Form 2810 Add (Part A) Field Instruction .....</b>	<b>62</b>
<b>Address Line 1 - Form 2810 Add (Parts B through F) Field Instruction.....</b>	<b>62</b>
<b>Address Line 1 - Form 2810 Add (Parts G and H) Field Instruction .....</b>	<b>62</b>
<b>Address Line 1 - Payroll Office Contact Field Description .....</b>	<b>63</b>
<b>Address Line 1 - Payroll Office Contacts Add Field Instruction.....</b>	<b>63</b>
<b>Address Line 1 - Payroll Office Field Description.....</b>	<b>63</b>
<b>Address Line 1 - Payroll Office Field Description.....</b>	<b>63</b>
<b>Address Line 1 - Personnel Office Contact Field Description .....</b>	<b>63</b>
<b>Address Line 1 - Personnel Office Contacts Add Field Instruction .....</b>	<b>63</b>



Address Line 2 - Carrier Contact Field Description.....	64
Address Line 2 - Carrier Contacts View Field Description.....	64
Address Line 2 - Carrier Field Description .....	64
Address Line 2 - Carrier Information View Field Description .....	64
Address Line 2 - Carrier Plan Contact Field Description .....	64
Address Line 2 - Carrier Plan View Field Description .....	64
Address Line 2 - Coordinator Field Description .....	64
Address Line 2 - Enrollee Field Description.....	65
Address Line 2 - Enrollee/Survivor Field Description .....	65
Address Line 2 - Form 2809 (Part E) Field Description .....	65
Address Line 2 - Form 2809 Add (Part A) Field Instruction .....	65
Address Line 2 - Form 2809 Add (Part E) Field Instruction .....	65
Address Line 2 - Form 2809 View (Part A) Field Description .....	66
Address Line 2 - Form 2809 View (Part E) Field Description .....	66
Address Line 2 - Form 2810 Add (Part A) Field Instruction .....	66
Address Line 2 - Form 2810 Add (Parts B through F) Field Instruction.....	66
Address Line 2 - Form 2810 Add (Parts G and H) Field Instruction .....	66
Address Line 2 - Form 2810 View (Part H) Field Description .....	67
Address Line 2 - Payroll Office Contact Field Description .....	67
Address Line 2 - Payroll Office Contacts Add Field Instruction.....	67
Address Line 2 - Payroll Office Field Description.....	67
Address Line 2 - Payroll Office Field Description.....	67
Address Line 2 - Personnel Office Contact Field Description .....	67
Address Line 2 - Personnel Office Contacts Add Field Instruction .....	67
Address Line 2 - Personnel Office Field Description .....	68
Address Line 3 - Carrier Contact Field Description.....	68
Address Line 3 - Carrier Contact Field Description.....	68
Address Line 3 - Carrier Contacts Field Description.....	68
Address Line 3 - Carrier Field Description .....	68
Address Line 3 - Carrier Information View Field Description .....	68
Address Line 3 - Carrier Plan Contact Field Description .....	69
Address Line 3 - Coordinator Field Description .....	69
Address Line 3 - Enrollee Field Description.....	69
Address Line 3 - Enrollee/Survivor Field Description .....	69
Address Line 3 - Form 2809 Add (Part A) Field Instruction .....	69
Address Line 3 - Form 2809 Add (Part E) Field Instruction .....	69
Address Line 3 - Form 2809 View (Part A) Field Description .....	70
Address Line 3 - Form 2809 View (Part E) Field Description .....	70
Address Line 3 - Form 2810 Add (Part A) Field Instruction .....	70
Address Line 3 - Form 2810 Add (Parts B through F) Field Instruction.....	70
Address Line 3 - Form 2810 View (Part H) Field Description .....	70



Address Line 3 - Payroll Office Contact Field Description .....	71
Address Line 3 - Payroll Office Contacts Add Field Instruction.....	71
Address Line 3 - Payroll Office Field Description.....	71
Address Line 3 - Payroll Office Field Description.....	71
Address Line 3 - Personnel Office Contact Field Description .....	71
Address Line 3 - Personnel Office Contacts Add Field Instruction .....	71
Address Line 3 - Personnel Office Field Description .....	71
Agcy Field Description.....	72
Agency (No Example) - Field Instruction.....	72
Agency - Agency ID Field Description .....	72
Agency - Enrollee Field Description .....	72
Agency - Enrollee Field Instruction.....	72
Agency - Field Description .....	72
Agency - Field Instruction.....	72
Agency - with Note (No Example) Field Description.....	73
Agency - with Note Field Description .....	73
Agency Address Line 1 - Form 2810 View (Part H) .....	73
Agency ID (No Example) - Field Instruction .....	73
Agency ID - Field Description .....	73
Agency ID - Field Instruction .....	74
Agency ID - Form 2809 View (Part E) Field Description .....	74
Agency Name - Field Description.....	74
Agency Name - Form 2809 Add (Part E) Field Instruction .....	74
Agency Name - Form 2809 View (Part E) Field Description .....	74
Agency Name - Form 2810 Add (Parts G and H) Field Instruction .....	75
Agency Use - Field Description .....	75
Amount - Field Description .....	75
Amount - Pay Period Field Description .....	75
Amount Received - Field Description .....	75
Amount Received - Payroll Office Field Description .....	75
Amount Sent - Field Description .....	75
Amount Sent - Payroll Office Field Description .....	76
Annuitant Indicator - Field Description.....	76
Annuity Claim # - Form 2810 Add (Part A) Field Instruction.....	76
Annuity Claim # - Form 2810 View (Part A) Field Description .....	76
As of Date - Carrier Field Description .....	76
As of Date - Carrier Transmissions Field Description.....	76
As of Date - Field Description.....	77
As of Date - Payroll Field Description.....	77
As of Date for Pay Period Transmission From - Field Instruction.....	77
As of Date for Pay Period Transmission To - Field Instruction .....	77



As of Date From - (Required) Field Instruction .....	77
As of Date From - Field Instruction .....	77
As of Date To - (Required) Field Instruction.....	78
As of Date To - Field Instruction.....	78
Authorized Official - First Name (SF 2809) Field Description .....	78
Authorized Official - First Name (SF 2810) Field Description .....	78
Authorized Official - Initial (SF 2809) Field Description .....	78
Authorized Official - Initial (SF 2810) Field Description .....	79
Authorized Official - Last Name (SF 2809) Field Description.....	79
Authorized Official - Last Name (SF 2810) Field Description.....	79
Authorized Official Date Signed - Form 2809 Add (Part I) Field Instruction .....	79
Authorized Official Date Signed - Form 2809 View (Part I) Field Description.....	79
Authorized Official First Name - Form 2809 Add (Part I) Field Instruction .....	79
Authorized Official First Name - Form 2809 View (Part I) Field Description .....	80
Authorized Official First Name - Form 2810 Add (Parts G and H) Field Instruction.....	80
Authorized Official Initial - Form 2809 Add (Part I) Field Instruction .....	80
Authorized Official Initial - Form 2809 View (Part I) Field Description .....	80
Authorized Official Last Name - Form 2809 Add (Part I) Field Instruction.....	80
Authorized Official Last Name - Form 2809 View (Part I) Field Description .....	80
Authorized Official Last Name - Form 2810 Add (Parts G and H) Field Instruction.....	81
Authorized Official Phone - Field Description.....	81
Authorized Official Phone - Form 2809 Add (Part I) Field Instruction.....	81
Authorized Official Phone - Form 2809 View (Part I) Field Description .....	81
Cancel Enrollment for Reasons other than Above - Field Description .....	81
Cancel Enrollment for Reasons other than Above - Form 2809 Add Field Instruction .....	81
Cancel Enrollment for Reasons other than Above - Form 2809 View Field Description .....	82
Carr - Field Description .....	82
Carrier - (Carrier Code) Field Description.....	82
Carrier - (Carrier Enrollment Codes Search Results) Field Description .....	82
Carrier - (Drop-down) Field Instruction.....	82
Carrier - (Payroll Office Enrollees View) Field Description .....	82
Carrier - (Required) Field Instruction .....	83
Carrier - Carrier Plan Contacts Field Instruction .....	83
Carrier - Code Field Description.....	83
Carrier - Field Description.....	83
Carrier - Field Description.....	83
Carrier - Field Instruction.....	83
Carrier Comments - (Report) Field Description .....	83
Carrier Comments - Field Description .....	84
Carrier Comments - Field Description .....	84



Carrier Comments - Payroll Office Enrollees Validate Field Description .....	84
Carrier Eff. Date - Field Description .....	84
Carrier Errors - Field Description .....	84
Carrier Errors - Field Description .....	84
Carrier ID (Select - Required) - Field Instruction.....	85
Carrier ID - (Carrier Enrollees) Field Instruction .....	85
Carrier ID - (Carrier Identifiers Search Results) Field Description .....	85
Carrier ID - (Carrier Identifiers) Field Instruction .....	85
Carrier ID - (Optional) Field Instruction .....	85
Carrier ID - Field Description .....	85
Carrier ID - Field Instruction .....	86
Carrier Name - Field Description .....	86
Carrier SSN - Field Description .....	86
Carrier-Total - Field Description .....	86
Change (#) - Field Description .....	86
Change (%) - Field Description.....	86
Change - Form 2809 Add (Part A) Field Instruction.....	87
Change - Form 2809 View (Part A) Field Description .....	87
Change Actual - Field Description .....	87
Change Password - Field Instruction.....	87
Change Percent - Field Description .....	87
Check Box to Create Report Without Totals - Field Instruction .....	87
City - Carrier Contact Field Description.....	87
City - Carrier Contacts View Page Field Description .....	88
City - Carrier Field Description.....	88
City - Carrier Field Instruction .....	88
City - Carrier Information Page Field Instruction .....	88
City - Carrier Information Search Results Field Instruction.....	89
City - Carrier Plan Contact Field Description .....	89
City - Carrier Plan Contacts View Field Description .....	89
City - Coordinator Field Description .....	89
City - Enrollee Field Description.....	90
City - Enrollee/Survivor Field Description .....	90
City - Field Instruction.....	90
City - Form 2809 Add (Part A) Field Instruction .....	90
City - Form 2809 Add (Part E) Field Instruction .....	91
City - Form 2809 View (Part A) Field Description.....	91
City - Form 2809 View (Part E) Field Instructions .....	91
City - Form 2810 Add (Parts B thru F) Field Instruction .....	91
City - Form 2810 View (Part H) Field Description.....	92
City - Payroll Office Contact Field Description .....	92



City - Payroll Office Field Description.....	92
City - Payroll Office Field Description.....	92
City - Payroll Office Field Instruction.....	92
City - Payroll Office Field Instruction.....	93
City - Personnel Office Contact Field Description.....	93
City - Personnel Office Contacts Add Field Instruction .....	93
City - Personnel Office Field Description .....	93
Claim # - Field Description.....	94
Claim # - Form 2809 Add (Part E) Field Instruction .....	94
Claim # - Form 2809 View (Part E) Field Description .....	94
Code - Carrier Enrollment Code Field Description .....	94
Code - Carrier Transmissions Search Results Field Description.....	94
Code - Carrier Transmissions View Field Description .....	94
Code - Enrollment Payroll Field Description .....	95
Code - Field Description .....	95
Code - Number Field Description.....	95
Code - Payroll Office Enrollees View Field Description .....	95
Code - Payroll Office Transmission Search Results Field Description .....	95
Code - Payroll Office Transmissions View Field Description .....	95
Code - Transmission Code Field Description .....	96
Code -Total Field Description .....	96
Code Line 1 - Field Description .....	96
Code Line 1 - Form 2809 Add (Part B) Field Instruction.....	96
Code Line 1 - Form 2809 View (Part B) Field Description .....	97
Code Line 10 - Field Description .....	97
Code Line 10 - Form 2809 Add (Part B) Field Instruction.....	97
Code Line 10 - Form 2809 View (Part B) Field Description .....	98
Code Line 2 - Field Description .....	98
Code Line 2 - Form 2809 Add (Part B) Field Instruction.....	98
Code Line 2 - Form 2809 View (Part B) Field Description .....	99
Code Line 3 - Field Instructions .....	99
Code Line 3 - Form 2809 Add (Part B) Field Instruction.....	100
Code Line 3 - Form 2809 View (Part B) Field Description .....	100
Code Line 4 - Field Description .....	100
Code Line 4 - Form 2809 Add (Part B) Field Instruction.....	101
Code Line 4 - Form 2809 View (Part B) Field Description .....	101
Code Line 5 - Field Description .....	101
Code Line 5 - Form 2809 Add (Part B) Field Instruction.....	102
Code Line 5 - Form 2809 View (Part B) Field Description .....	102
Code Line 6 - Field Description .....	102
Code Line 6 - Form 2809 Add (Part B) Field Instruction.....	103





Code Line 6 - Form 2809 View (Part B) Field Description .....	103
Code Line 7 - Field Description .....	104
Code Line 7 - Form 2809 Add (Part B) Field Instruction.....	104
Code Line 7 - Form 2809 View (Part B) Field Description .....	104
Code Line 8 - Field Description .....	105
Code Line 8 - Form 2809 Add (Part B) Field Instruction.....	105
Code Line 8 - Form 2809 View (Part B) Field Description .....	105
Code Line 9 - Field Description .....	106
Code Line 9 - Form 2809 Add (Part B) Field Instruction.....	106
Code Line 9 - Form 2809 View (Part B) Field Description .....	106
Confirmed Errors - Field Description.....	107
Confirmed Errors - Field Description.....	107
Contact (Payroll) First Name - Field Description .....	107
Contact (Payroll) First Name - Form 2809 Add (Part E) Field Instruction .....	107
Contact (Payroll) First Name - Form 2809 View (Part E) Field Description .....	108
Contact (Payroll) Initial - Field Description .....	108
Contact (Payroll) Initial - Form 2809 Add (Part E) Field Instruction .....	108
Contact (Payroll) Initial - Form 2809 View (Part E) Field Instruction .....	108
Contact (Payroll) Last Name - Field Description.....	108
Contact (Payroll) Last Name - Form 2809 Add (Part E) Field Instruction .....	108
Contact (Payroll) Last Name - Form 2809 View (Part E) Field Description .....	109
Contact (Payroll) Phone - Field Description.....	109
Contact (Payroll) Phone - Form 2809 Add (Part E) Field Instruction.....	109
Contact (Payroll) Phone - Form 2809 View (Part E) Field Description .....	109
Contact (Personnel) First Name - Field Description.....	109
Contact (Personnel) First Name - Form 2809 Add (Part E) Field Instruction.....	109
Contact (Personnel) First Name - Form 2809 View (Part E) Field Description ...	110
Contact (Personnel) Initial - Field Description .....	110
Contact (Personnel) Initial - Form 2809 Add (Part E) Field Instruction.....	110
Contact (Personnel) Initial - Form 2809 View (Part E) Field Description .....	110
Contact (Personnel) Last Name - Field Description .....	110
Contact (Personnel) Last Name - Form 2809 Add (Part E) Field Instruction....	110
Contact (Personnel) Last Name - Form 2809 View (Part E) Field Description....	111
Contact (Personnel) Phone - Field Description.....	111
Contact (Personnel) Phone - Form 2809 Add (Part E) Field Instruction.....	111
Contact (Personnel) Phone - Form 2809 View (Part E) Field Description.....	111
Corrective Action (Code) - Field Description .....	111
Corrective Action - Field Description.....	112
Corrective Actions % - Field Description .....	112
Corrective Actions Unvalidated - Field Description .....	112
Corrective Actions Validated - Field Description.....	112



Country (Carrier Contact) - Field Description .....	112
Country (Carrier Plan Contact) - Field Description .....	112
Country (Enrollee) - Field Description .....	113
Country (Enrollee/Survivor) - Field Description .....	113
Country (Payroll Office Contact) - Field Description .....	113
Country (Payroll Office) - Field Description .....	113
Country - (Personnel Office Contact) Field Description .....	113
Country - (Payroll Office Contacts Add) Field Instruction .....	113
Country - Carrier Information View Field Description .....	114
Country - Carrier Plan Contacts View Field Description .....	114
Country - Form 2809 Add (Part A) Field Instruction .....	114
Country - Form 2809 Add (Part E) Field Instruction .....	114
Country - Form 2809 View (Part A) Field Description .....	114
Country - Form 2809 View (Part E) Field Description .....	115
Country - Form 2810 Add (Parts B thru F) Field Instruction .....	115
Country - Payroll Office Field Description .....	115
Country - Personnel Office Contacts Add Field Instruction .....	115
Country - Personnel Office Field Description .....	115
Cut Off Date - Field Description .....	116
Date (Agency) - Field Description .....	116
Date (Enrollee Event) - Field Description .....	116
Date (Reconciliation) - Field Description .....	116
Date - Form 2809 Add (Part C and D) Field Instruction .....	116
Date - Form 2809 View (Parts C and D) Field Description .....	116
Date Due - Field Description .....	117
Date of Action - Field Description .....	117
Date of Action - Form 2809 Add (Part E) Field Instruction .....	117
Date of Action - Form 2809 View (Part E) Field Description .....	117
Date of Birth (Enrollee) - Field Description .....	117
Date of Birth (Enrollee/Survivor) - Field Description .....	117
Date of Birth - Form 2809 Add (Part A) Field Instruction .....	117
Date of Birth - Form 2809 View (Part A) Field Description .....	118
Date of Birth - Form 2810 Add (Parts B thru F) Field Instruction .....	118
Date of Birth Line 1 - Field Description .....	118
Date of Birth Line 1 - Form 2809 Add (Part B) Field Instruction .....	118
Date of Birth Line 1 - Form 2809 View (Part B) Field Description .....	118
Date of Birth Line 10 - Field Description .....	118
Date of Birth Line 10 - Form 2809 Add (Part B) Field Instruction .....	119
Date of Birth Line 10 - Form 2809 View (Part B) Field Description .....	119
Date of Birth Line 2 - Field Description .....	119
Date of Birth Line 2 - Form 2809 Add (Part B) Field Instruction .....	119



Date of Birth Line 2 - Form 2809 View (Part B) Field Description.....	119
Date of Birth Line 3 - Field Description.....	119
Date of Birth Line 3 - Form 2809 Add (Part B) Field Instruction .....	120
Date of Birth Line 3 - Form 2809 View (Part B) Field Description.....	120
Date of Birth Line 4 - Field Description.....	120
Date of Birth Line 4 - Form 2809 Add (Part B) Field Instruction .....	120
Date of Birth Line 4 - Form 2809 View (Part B) Field Description.....	120
Date of Birth Line 5 - Field Description.....	121
Date of Birth Line 5 - Form 2809 Add (Part B) Field Instruction .....	121
Date of Birth Line 5 - Form 2809 View (Part B) Field Description.....	121
Date of Birth Line 6 - Field Description.....	121
Date of Birth Line 6 - Form 2809 Add (Part B) Field Instruction .....	121
Date of Birth Line 6 - Form 2809 View (Part B) Field Description.....	121
Date of Birth Line 7 - Field Description.....	122
Date of Birth Line 7 - Form 2809 Add (Part B) Field Instruction .....	122
Date of Birth Line 7 - Form 2809 View (Part B) Field Description.....	122
Date of Birth Line 8 - Field Description.....	122
Date of Birth Line 8 - Form 2809 Add (Part B) Field Instruction .....	122
Date of Birth Line 8 - Form 2809 View (Part B) Field Description.....	123
Date of Birth Line 9 - Field Description.....	123
Date of Birth Line 9 - Form 2809 Add (Part B) Field Instruction .....	123
Date of Birth Line 9 - Form 2809 View (Part B) Field Description.....	123
Date of Death - Field Description .....	123
Date of Death - Form 2810 Add (Parts G and H) Field Instruction .....	123
Date Processed - (Processed Run) Field Description .....	124
Date Processed - (Record Processed) Field Description.....	124
Date Processed - Field Description.....	124
Date Processed - Payroll Office Enrollees Reconcile Field Description.....	124
Date Processed - Payroll Office Enrollees Validate Field Description.....	124
Date Received - Field Description .....	124
Date Received - Form 2809 Add (Part E) Field Instruction.....	124
Date Received - Form 2809 View (Part E) Field Description .....	125
Deceased Annuitant SSN - (Payroll Office Enrollees Validate) Field Description.....	125
Deceased Annuitant SSN - Field Description.....	125
Deceased Annuitant SSN - Field Description.....	125
Description - (Code) Field Description .....	125
Description - (Enrollment) Field Description.....	125
Discrepancies # - Field Description .....	126
Discrepancies % - Field Description .....	126
Discrepancies - Check Mark Field Description .....	126
Discrepancies - Field Description .....	126



Discrepancies - Field Description .....	126
Discrepancies Recon - Field Description .....	127
Discrepancy - (Carrier Enrollees View) Field Description .....	127
Discrepancy - (Explain/Duplicate - Code 165 or 167) Field Description .....	127
Discrepancy - (Explain/Duplicate - Code 166) Field Description .....	127
Discrepancy - (with description) Field Description .....	128
Discrepancy - Field Description .....	128
Display - (All Codes) Field Instruction .....	128
Display - (All Records) Field Instruction .....	128
Display - (All) Field Instruction .....	129
Display - (Carrier Code) Field Instruction .....	129
Display - (Carrier ID) Field Instruction .....	129
Display - (Form 2809 - All) Field Instruction .....	130
Display - (Payroll Office Contact) Field Instruction .....	130
Display - (Payroll Office Errors Search Results) Field Instruction .....	130
Display - (Personnel Office Contact) Field Instruction .....	131
Display - (System Codes) Field Instruction .....	131
Display - Field Instruction .....	132
Display - Payroll Office Contact Field Instruction .....	132
Display Total Payment Amounts - (Report 13) Field Instruction .....	132
Disputed Errors - Field Description .....	132
Eff. Date - (Carrier) Field Description .....	133
Eff. Date - (Payroll) Field Description .....	133
Effective Date - (Action) Field Description .....	133
Effective Date - (Enrollment) Field Description .....	133
Effective Date - Field Description .....	133
Effective Date - Form 2809 View (Part E) Field Description .....	133
Effective Date of Coverage - Field Description .....	133
Email - (Carrier Contact) Field Description .....	134
Email - (Carrier Plan Contact) Field Description .....	134
Email - (Personnel Office Contact) Field Description .....	134
Email - (Personnel Office Contact) Field Description .....	134
Email Address - (Carrier Contact) Field Description .....	134
Email Address - (Carrier Plan Contact) Field Description .....	134
Email Address - (Payroll Office Contact) Field Description .....	135
Email Address - (Payroll Office Contacts Add) Field Instruction .....	135
Email Address - (Personnel Office Contact) Field Description .....	135
Email Address - (Personnel Office Contact) Field Description .....	135
Email Address - (Personnel Office Contacts Add) Field Instruction .....	135
Email Date - Field Description .....	135
Email Date - Field Description .....	135



Email Time - Field Description .....	136
Email Time - Field Description .....	136
Employee/Annuitant Indicator - Field Description.....	136
Employee/Annuitant Indicator - Field Instruction .....	136
End Date - (Carrier Enrollment Code) Field Description .....	136
End Date - (Carrier Plan) Field Description .....	136
End Date - (Carrier) Field Description.....	137
End Date - (Payroll Office) Field Description .....	137
End Date - (Payroll Office) Field Description .....	137
Enrolled in a Medicare Managed Care Plan - Field Description.....	137
Enrollee SSN - Field Description .....	137
Enrollees (Left/Drop) - Field Description .....	137
Enrollees (New/Add) - Field Description.....	138
Enrollees - Field Description .....	138
Enrollment Changes % - (Added) Field Description .....	138
Enrollment Changes % - (Dropped) Field Description .....	138
Enrollment Changes Added - Field Description.....	138
Enrollment Changes Dropped - Field Description.....	138
Enrollment Code - (Plan and Option) Field Description .....	138
Enrollment Code - Field Description.....	139
Enrollment Code - Field Description.....	139
Enrollment Code - Field Instruction .....	139
Enrollment Code - Field Instruction .....	139
Enrollment Code - Field Instruction .....	139
Enrollment ID - Field Description .....	139
Error Code - (Select) Field Instruction .....	140
Error Code - Field Instruction .....	140
Error Code - Field Instruction .....	140
Error Threshold - (Carrier) Field Description .....	140
Error Threshold - (Payroll Office) Field Description .....	140
Error Threshold - (Payroll Office) Field Description .....	140
Errors - Field Description.....	141
Errors Reconciled - Field Description.....	141
Event That Permits Change - Field Description .....	141
Explanation - Field Description .....	141
Fail Count - (Initial Edit) Field Description .....	141
Fail Count - (Quarterly Edit) Field Description .....	141
Fail Count - Field Description .....	142
Fail Count From - Field Instruction .....	142
Fail Count To - Field Instruction.....	142
Fax Number - (Carrier Contact) Field Description .....	142



Fax Number - (Carrier Plan Contact) Field Description .....	142
Fax Number - (Payroll Office Contact) Field Description .....	143
Fax Number - (Payroll Office Contacts Add) Field Instruction .....	143
Fax Number - (Personnel Office Contact) Field Description .....	143
Fax Number - (Personnel Office Contacts Add) Field Instruction .....	143
First Name - (12 positions) Field Instruction .....	143
First Name - (17 positions) Field Instruction .....	143
First Name - (Enrollee New/Survivor) Field Description .....	143
First Name - Enrollee Field Description .....	144
First Name - Enrollee Field Instruction .....	144
First Name Line 1 - Field Description .....	144
First Name Line 10 - Field Description .....	144
First Name Line 2 - Field Description .....	144
First Name Line 3 - Field Description .....	144
First Name Line 4 - Field Description .....	145
First Name Line 5 - Field Description .....	145
First Name Line 5 - Form 2809 Add (Part B) Field Instruction .....	145
First Name Line 6 - Field Description .....	145
First Name Line 7 - Field Description .....	145
First Name Line 8 - Field Description .....	145
First Name Line 9 - Field Description .....	146
Foreign Country (Carrier Plan Contact) - Field Description .....	146
Foreign Country - (Agency) Form 2810 View Part H Field Description .....	146
Foreign Country - (Carrier Contact) Field Description .....	146
Foreign Country - (Carrier) Field Description .....	146
Foreign Country - (Enrollee Point of Contact) Field Description .....	146
Foreign Country - (Enrollee/Survivor) Field Description .....	147
Foreign Country - (Payroll Office) Field Description .....	147
Foreign Country - (Payroll Office) Field Description .....	147
Foreign Country - (Personnel Office) Field Description .....	147
From (Quarter/Year - Carrier) - Field Description .....	147
From (Quarter/Year - Code) - Field Description .....	147
From (Quarter/Year) - Field Description .....	148
From - (Other ID) Field Instruction .....	148
Grand-Total - Field Description .....	148
HB ID# - Field Description .....	148
ID - (Payroll Office) Field Description .....	148
ID - Field Description .....	149
Indicator - Field Description .....	149
Initial - (Enrollee New/Survivor) Field Description .....	149
Initial - Field Description .....	149



Initial - Field Instruction .....	149
Initial Line 1 - Field Description.....	149
Initial Line 10 - Field Description.....	150
Initial Line 2 - Field Description.....	150
Initial Line 3 - Field Description.....	150
Initial Line 4 - Field Description.....	150
Initial Line 5 - Field Description.....	150
Initial Line 6 - Field Description.....	151
Initial Line 7 - Field Description.....	151
Initial Line 8 - Field Description.....	151
Initial Line 9 - Field Description.....	151
Last Carrier Update Date - Field Description .....	151
Last Carrier Update ID - Field Description.....	151
Last Carrier Update Time - Field Description .....	152
Last Changed Date - (Payroll Office) Field Description.....	152
Last Changed Date - Field Description .....	152
Last Changed ID - (Payroll Office) Field Description.....	152
Last Changed ID - Field Instructions .....	152
Last Changed Time - (Payroll Office) Field Description .....	152
Last Changed Time - Field Description .....	153
Last Name - (Enrollee/Survivor) Field Description .....	153
Last Name - Enrollee Field Description .....	153
Last Name - Enrollee Field Instruction .....	153
Last Name - Field Instruction .....	153
Last Name Line 1 - Field Description .....	154
Last Name Line 10 - Field Description .....	154
Last Name Line 2 - Field Description .....	154
Last Name Line 3 - Field Instructions .....	154
Last Name Line 4 - Field Description .....	154
Last Name Line 5 - Field Description .....	154
Last Name Line 6 - Field Description .....	155
Last Name Line 7 - Field Description .....	155
Last Name Line 8 - Field Description .....	155
Last Name Line 9 - Field Description .....	155
Last Payroll Update Date - Field Description .....	155
Last Payroll Update ID - Field Description .....	155
Last Payroll Update Time - Field Description.....	155
Last Validate Date - Field Description.....	156
Last Validate ID - Field Description.....	156
Last Validate Time - Field Description .....	156
Married - (Enrollee) Field Description .....	156



Match - Field Description .....	156
Medicare Spouse - Field Description .....	156
Medicare You - Field Description .....	157
Middle Name - Enrollee Field Description .....	157
Middle Name - Enrollee Field Instruction .....	157
Middle Name - Field Instruction.....	157
Name - (Carrier Contact) Field Description .....	157
Name - (Carrier) Field Instruction.....	157
Name - (Payroll Office) Field Description .....	158
Name - (Payroll Office) Field Instruction .....	158
Name - (Payroll Office) Field Instruction .....	158
Name - Carrier Enrollment Codes Search Results Field Description.....	158
Name - Carrier Field Description .....	158
Name - Carrier Plan Contact Field Description .....	158
Name - Carrier Plan Contact Field Description .....	159
Name - Carrier Plan Contacts Search Results Field Description .....	159
Name - Enrollee Carrier Field Description .....	159
Name - Enrollee Field Description.....	159
Name - Enrollee Payroll Field Description.....	159
Name - Payroll Office Contact Field Description .....	159
Name - Payroll Office Field Description.....	159
Name - Personnel Office Contact Field Description .....	160
Name - Personnel Office Contact Field Description .....	160
Name - Personnel Office Contacts Add Field Instruction .....	160
Nature of Action - Field Description.....	160
New Enrollment Code - Field Description .....	160
New Enrollment Code Number - (Survivor Annuitant) Field Description .....	160
New Plan Name - Field Description.....	161
Not Received - Field Description.....	161
Options - (View Only) Field Description .....	161
Options - (View, Activate, Update) Field Description .....	161
Options - (View, Activate, Update, Delete) Field Description.....	161
Options - (View, Reconcile) Field Description.....	161
Options - (View, Update, Activate) Field Description .....	162
Options - (View, Update, Cancel) Field Description.....	162
Options - (View, Update, Delete) Field Description.....	162
Options - (View, Update, Release) Field Description.....	162
Options - (View, Validate) Field Description.....	162
Order By - (Agency ID) Field Instruction .....	163
Order By - (Carrier - Code Sort) Field Instruction .....	163
Order By - (Carrier - Plan Sort) Field Instruction .....	163





Order By - (Carrier ID - Type Sort) Field Instruction .....	163
Order By - (Carrier ID - Year/Quarter Sort) Field Instruction.....	164
Order By - (Carrier, Name, City, State Sorts) Field Instruction .....	164
Order By - (ID - Year/Quarter) Field Instruction.....	164
Order By - (Payroll Office Contact) Field Instruction.....	164
Order By - (Payroll Office Contact) Field Instruction.....	165
Order By - (Payroll Office Information Page) Field Instruction.....	165
Order By - (Payroll Office Information) Field Instruction .....	165
Order By - (Personnel Office Contact) Field Instruction .....	165
Order By - (Personnel Office Contacts) Field Instruction .....	166
Order By - (Transmission Online Entry) Field Instruction .....	166
Order By - (Transmission) Field Instruction.....	166
Order By 1st (Report - Name Carrier) Field Instructions.....	167
Order By 1st - (Carrier - Action Code) Field Instruction.....	167
Order By 1st - (Carrier - Agency) Field Instruction .....	167
Order By 1st - (Carrier - Reason Code) Field Instruction .....	168
Order By 1st - (Carrier ID) Field Instruction .....	168
Order By 1st - (Enrollee) Field Instruction.....	168
Order By 1st - (Enrollment Code - Name) Field Instruction .....	169
Order By 1st - (Payroll Office - Name Sort) Field Instruction.....	169
Order By 1st - (Payroll Office) Field Instruction.....	169
Order By 1st - (Report - Name Enrollment Code) Field Instruction.....	170
Order By 1st - (Report 12) Field Instruction .....	170
Order By 1st - (Report 13) Field Instruction .....	170
Order By 1st - Agency - Name Sort Field Instruction .....	171
Order By 1st - Field Instruction .....	171
Order By 2nd - (Carrier - Action Code) Field Instruction.....	171
Order By 2nd - (Carrier - Agency) Field Instruction.....	172
Order By 2nd - (Carrier ID) Field Instruction .....	172
Order By 2nd - (Carrier) Field Instruction.....	172
Order By 2nd - (Enrollee) Field Instruction .....	173
Order By 2nd - (Enrollee) Field Instruction .....	173
Order By 2nd - (Enrollment Code - Name) Field Instruction .....	173
Order By 2nd - (Payroll Office - SSNO Sort) Field Instruction .....	173
Order By 2nd - (Payroll Office) Field Instruction.....	174
Order By 2nd - (Report - SSNO Enrollment Code) Field Instruction .....	174
Order By 2nd - (Report 13) Field Instruction .....	174
Order By 2nd - (Report) Field Instruction .....	175
Order By 2nd - Agency - SSNO Sort Field Instruction.....	175
Order By 2nd - Field Instruction.....	176
Order By 3rd - (Carrier - Action Code) Field Instruction .....	176



Order By 3rd - (Carrier - Agency) Field Instruction.....	176
Order By 3rd - (Carrier ID) Field Instruction .....	177
Order By 3rd - (Carrier) Field Instruction.....	177
Order By 3rd - (Enrollee) Field Instruction .....	177
Order By 3rd - (Enrollment Code - Name) Field Instruction .....	177
Order By 3rd - (Enrollment Code) Field Instruction.....	178
Order By 3rd - (Payroll Office) Field Instruction .....	178
Order By 3rd - (Payroll) Field Instruction .....	178
Order By 3rd - (Report - Enrollment Code) Field Instruction .....	179
Order By 3rd - (Report 13) Field Instruction.....	179
Order By 3rd - (Report) Field Instruction.....	179
Order By 3rd - Agency Field Instruction.....	180
Order By 3rd - Field Instruction.....	180
Order By 4th - (Carrier - Action Code) Field Instruction.....	181
Order By 4th - (Carrier - Agency) Field Instruction.....	181
Order By 4th - (Carrier) Field Instruction.....	181
Order By 4th - (Enrollee) Field Instruction .....	181
Order By 4th - (Enrollment Code - Name) Field Instruction .....	182
Order By 4th - (Enrollment Code) Field Instruction.....	182
Order By 4th - (Payroll) Field Instruction.....	182
Order By 4th - (Report - Enrollment Code) Field Instruction .....	182
Order By 4th - (Report 13) Field Instruction .....	183
Order By 4th - (Report) Field Instruction .....	183
Order By 4th - Agency Field Instruction .....	184
Order By 4th - Field Instruction .....	184
Order By 5th - (Carrier - Action Code) Field Instruction.....	184
Order By 5th - (Carrier) Field Instruction.....	185
Order By 5th - (Enrollee) Field Instruction .....	185
Order By 5th - (Enrollment Code - Name) Field Instruction .....	185
Order By 5th - (Enrollment Code) Field Instruction.....	186
Order By 5th - (Payroll) Field Instruction.....	186
Order By 5th - (Report - Enrollment Code) Field Instruction .....	186
Order By 5th - (Report 13) Field Instruction .....	187
Order By 5th - (Report) Field Instruction .....	187
Order By 5th - Agency Field Instruction .....	187
Order By 5th - Field Instruction .....	188
Order By 6th - (Carrier - Action Code) Field Instruction.....	188
Order By 6th - (Carrier) Field Instruction.....	188
Order By 6th - (Enrollee) Field Instruction .....	189
Order By 6th - (Enrollment Code - Name) Field Instruction .....	189
Order By 6th - (Enrollment Code) Field Instruction.....	189



Order By 6th - (Report - Enrollment Code) Field Instruction .....	190
Order By 6th - (Report) Field Instruction .....	190
Order By 6th - Agency Field Instruction .....	190
Order By 6th - Field Instruction .....	191
Order By 7th - (Enrollee) Field Instructions .....	191
Order By 7th - Agency Field Instruction .....	191
Order By 8th - (Enrollee) Field Instruction .....	192
Order By 8th - Agency Field Instruction .....	192
Order By 9th - (Enrollee) Field Instruction .....	193
Order by 9th - Agency Field Instruction .....	193
Other Carrier ID - Field Description.....	193
Other ID - Field Description .....	193
Other ID - Field Instruction .....	194
Other ID From - Field Instruction.....	194
Other ID From - Field Instruction.....	194
Other ID To - Field Instruction .....	195
Other ID To - Field Instructions .....	195
Other Insurance - Field Description .....	195
Other Payroll ID - Field Description .....	195
Part B - Termination - Field Description .....	195
Part C - Transfer In - Field Description .....	195
Part D - Reinstatement - Field Description .....	196
Part E - Change in Name of Enrollee - Field Description .....	196
Part F - Change in Enrollment/Survivor Annuitant - Field Description .....	196
Password - Field Instruction.....	196
Pay Cycle - (Optional) Field Instruction.....	196
Pay Cycle - Field Description .....	196
Pay Ofc - Field Description .....	197
Payroll Office - Carrier Enrollees Search Results Field Description.....	197
Payroll Office - Field Description .....	197
Payroll Office - Field Instruction.....	197
Payroll Office Code - Field Description .....	197
Payroll Office Comments - Field Description.....	197
Payroll Office Contact - Add Field Description .....	198
Payroll Office Contact - Field Description .....	198
Payroll Office Discrepancy - Field Description .....	198
Payroll Office Eff. Date - Field Description.....	198
Payroll Office Fail Count - Field Description .....	198
Payroll Office ID - (Optional) Field Instruction .....	198
Payroll Office ID - (Payroll Office Contacts Add) Field Instruction .....	198
Payroll Office ID - (Required) Field Instruction .....	199



Payroll Office ID - (Select - Optional) Field Instruction .....	199
Payroll Office ID - (Select - Required) Field Instruction .....	199
Payroll Office ID - Field Description .....	199
Payroll Office ID - Field Description .....	199
Payroll Office Name - Field Description.....	199
Payroll Office Payroll ID - Field Description.....	200
Percent Discrepancies Reconciled - Field Description .....	200
Personnel Office ID - Code Field Description .....	200
Personnel Office ID - Enrollee Field Description .....	200
Personnel Office ID - Field Description .....	200
Personnel Office ID - Field Instruction.....	200
Personnel Office ID - Field Instruction.....	201
Personnel Office ID - Form 2809 Add (Part E) Field Instruction .....	201
Phone - (Carrier Contact) Field Description .....	201
Phone - (Enrollee) Field Description .....	201
Phone - (Payroll Office Contact) Field Description .....	201
Phone - (Personnel Office Contact) Field Description .....	201
Phone Number - (Carrier Plan Contact) Field Description .....	201
Phone Number - (Payroll Office Contact) Field Description .....	202
Phone Number - (Payroll Office Contacts Add) Field Instruction.....	202
Phone Number - (Personnel Office Contact) Field Description .....	202
Phone Number - Personnel Office Contacts Add Field Instruction.....	202
Plan - (Carrier) Field Description.....	202
Plan - Field Instruction .....	202
POI - (Personnel Office Contact) Field Description .....	203
POI - Field Description .....	203
POI - Field Description .....	203
POI - Field Instruction .....	203
POI - Payroll Office Enrollee Field Instruction .....	203
POI - With Note Field Description.....	203
Policyholder First Name - Field Description .....	204
Policyholder Initial - Field Description.....	204
Policyholder Last Name - Field Description.....	204
Present Enrollment Code Number - (Enrollee) Field Description.....	204
Present Enrollment Code Number - (Survivor Annuitant) Field Description.....	204
Present Plan Name - Field Description .....	204
Present Plan Name - Form 2809 Add (Part B) Field Instruction.....	205
Processed Date - Field Description.....	205
Processed Time - Field Description .....	205
Processing Code - Field Description .....	205
Pseudo SSN - Field Description .....	205



Qtr - Field Description .....	205
Quarter - (Error Statistics) Field Description .....	206
Quarter - (Payroll Office Enrollees) Field Instruction .....	206
Quarter - (Quarter Transmission Record) Field Description.....	206
Quarter - (Reconciliation 2810 Form) Field Description.....	206
Quarter - (Reconciliation Quarter for Transmission Record) Field Instruction..	206
Quarter - (Reconciliation Quarter) Field Description.....	206
Quarter - (Select - Optional) Field Instruction .....	207
Quarter - (Select - Reconciliation) Field Instruction .....	207
Quarter - Carrier Transmissions Search Results Field Description.....	207
Quarter - Field Description .....	207
Quarter - Field Instruction.....	207
Quarter - Field Instruction.....	207
Quarter - Field Instructions.....	208
Quarter - Payroll Office Transmissions Search Results Field Description .....	208
Quarter From - Field Instruction.....	208
Quarter To - Field Instruction .....	208
Reason - Field Description .....	208
Reason Code - Field Description.....	208
Reason Code - Field Instruction.....	209
Reconciliation Action - Field Description .....	209
Reconciliation Date - Field Description .....	209
Reconciliation Date From - Field Instruction .....	209
Reconciliation Date To - Field Instruction .....	209
Reconciliation Fail Count - Field Description .....	210
Reconciliation Reason - Field Description .....	210
Reconciliation Total Records - Field Description .....	210
Reconciliation User ID - Field Description .....	210
Reconciliation With Errors - Field Description.....	210
Reconciliation Without Errors - Field Description.....	210
Records - Field Description .....	211
Records Processed - Field Description .....	211
Records Processed - Field Description .....	211
Records Received - Field Description .....	211
Records Reconciled - Field Description .....	211
Records Sent - Field Description .....	211
Records With Errors - (Carrier) Field Description.....	212
Records With Errors - (Payroll Office) Field Description .....	212
Records With Warnings - (Carrier) Field Description .....	212
Records With Warnings - (Payroll Office) Field Description.....	212
Region - Field Description .....	212



Rejected - Field Description .....	213
Released By - Field Description .....	213
Released Date - Field Description .....	213
Released Date - Form 2809 Search Results Field Description .....	213
Released ID - Field Description .....	213
Released Time - Field Description .....	213
Remarks - Field Description .....	214
Remarks - Form 2809 Add (Part E) Field Instruction .....	214
Remarks - Personnel Office Contacts Add Field Instruction .....	214
Report # - Field Description .....	214
Response Reminder Date - Field Description .....	214
Role - (Carrier Contact) Field Description .....	214
Role - (Carrier Plan Contact) Field Description .....	214
Role - (Payroll Office Contact) Field Description .....	215
Role - (Payroll Office Contacts Add) Field Instruction .....	215
Role - (Personnel Office Contact) Field Description .....	215
Role - (Personnel Office Contacts Add) Field Instruction .....	215
Select Another Discrepancy - Field Instruction .....	215
Select Another Discrepancy - Field Instruction .....	215
Sex - (Enrollee) Field Description .....	216
Sex - (Enrollee/Survivor) Field Description .....	216
Sex Line 1 - Field Description .....	216
Sex Line 10 - Field Description .....	216
Sex Line 2 - Field Description .....	216
Sex Line 3 - Field Description .....	217
Sex Line 4 - Field Description .....	217
Sex Line 5 - Field Description .....	217
Sex Line 6 - Field Description .....	217
Sex Line 7 - Field Description .....	217
Sex Line 8 - Field Description .....	218
Sex Line 9 - Field Description .....	218
Source - Field Description .....	218
Source - Field Description .....	218
SSN - (Enrollee) Field Description .....	218
SSN - (Enrollee/Survivor) Field Description .....	219
SSN - Field Description .....	219
SSN - Field Instruction .....	219
SSN From - (Range) Field Instruction .....	219
SSN From - Field Instruction .....	219
SSN From - Field Instruction .....	219
SSN Line 1 - Field Description .....	220



SSN Line 10 - Field Description.....	220
SSN Line 2 - Field Description.....	220
SSN Line 3 - Field Description.....	220
SSN Line 4 - Field Description.....	220
SSN Line 5 - Field Description.....	221
SSN Line 6 - Field Description.....	221
SSN Line 7 - Field Description.....	221
SSN Line 8 - Field Description.....	221
SSN Line 9 - Field Description.....	221
SSN To - Field Instruction.....	221
SSN To - Field Instruction.....	222
SSN To - Field Instruction.....	222
Start Date - (Carrier Enrollment Code) Field Description.....	222
Start Date - (Carrier Plan) Field Description.....	222
Start Date - (Carrier) Field Description .....	222
Start Date - (Payroll Office) Field Description .....	222
Start Date - (Processed) Field Description .....	223
Start Date - Payroll Office Field Description .....	223
State - (Carrier Contact) Field Description .....	223
State - (Carrier Plan Contact) Field Description.....	223
State - (Carrier) Field Description.....	223
State - (Carrier) Field Instruction.....	223
State - (Coordinator) Field Description.....	224
State - (Enrollee) Field Description .....	224
State - (Enrollee/Survivor) Field Description.....	224
State - (Payroll Office Contact) Field Description.....	224
State - (Payroll Office) Field Description .....	224
State - (Payroll Office) Field Instruction .....	225
State - (Payroll Office) Field Instruction .....	225
State - (Personnel Office Contact) Field Description.....	225
State - Form 2810 View (Part H) Field Description.....	225
State - Payroll Office Field Description.....	225
State - Personnel Office Contacts Add Field Instruction .....	226
Status - (Active/Inactive) Field Description .....	226
Status - (Carrier Transmissions) Search Results Field Description .....	226
Status - (Payroll Office Contacts) Search Results Field Description .....	226
Status - (Payroll Office Errors) View Field Description .....	226
Status - (Processed, Canceled, Released, Not Released) Field Description .....	227
Status - (Transmission Carrier) Field Description .....	227
Status - (Transmission Payroll Office) Field Description.....	227
Status - (Transmission) Field Description.....	227



Status - Form 2809 Add Search Results Field Description .....	227
Stop - Field Description .....	228
Submission - (Number) Field Description .....	228
Submission - (Payroll Office Enrollees) Reconcile Field Description .....	228
Submission - (Reconciliation Year/Quarter) Field Description .....	228
Submission - (Sequential File Submission Number ) Field Description .....	228
Submission - (Transmission for Reconciliation Quarter) Field Description .....	228
Submission - Field Description .....	229
Submission Date - (Carrier Transmissions) Search Results Field Description .....	229
Submission Date - (Carrier) Field Description .....	229
Submission Date - (Payroll) Field Description .....	229
Submission Date - Field Description .....	229
Submission Reminder Date - Field Description .....	229
Submitter Use #1 - Field Description .....	230
Submitter Use #2 - Field Description .....	230
Submitter Use #2 - Field Description .....	230
Submitter Use #3 - Field Description .....	230
Survivor Annuity Claim # - Field Description .....	230
Threshold Type - (Payroll Office) Field Description .....	230
Threshold Type - Field Description .....	231
Time Processed - (Process Run) Field Description .....	231
Time Processed - (Record Processed) Field Description .....	231
Time Processed - Field Description .....	231
To (Quarter/Year - Carrier) - Field Description .....	231
To (Quarter/Year - Code) - Field Description .....	231
To (Quarter/Year) - Field Description .....	231
To - (Other ID) Field Instructions .....	232
Total - (Reconciliation Action Codes) Field Description .....	232
Total - (Reconciliation Reason Codes) Field Description .....	232
Total - (Transmission Records) Field Description .....	232
Total Discrepancies Found - Field Description .....	232
Total Discrepancies Reconciled - Field Description .....	233
Total Enrollee Records - Field Description .....	233
Total Errors - (Total Field) Field Description .....	233
Total Errors - (Transmission File) Field Description .....	233
Total Errors - Field Description .....	233
Total Errors - Field Instructions .....	233
Total Matches Found - Field Description .....	234
Total Records - (Enrollee) Field Description .....	234
Total Records - (Records) Field Description .....	234
Total Warnings - (Transmission File) Field Description .....	234





Total Warnings - Field Description.....	234
Transmission File Name - (Payroll Office) Field Description.....	235
Transmission File Name - (Payroll Office) Field Description.....	235
Transmission Type - (Optional) Field Instruction .....	235
Transmission Type - (Required) Field Instruction .....	235
Transmission Type - Field Description.....	235
Transmissions - Field Instruction .....	235
TRICARE/CHAMPUS - Field Description .....	236
TRICARE/CHAMPUS Name (Other) - Field Description.....	236
TRICARE/CHAMPUS Other - Field Description.....	236
Type - (Carrier Contact) Field Description.....	236
Type - (Carrier Contact) Field Instruction .....	236
Type - (Carrier Plan Contact) Field Instruction .....	237
Type - (Payroll Office Contact - Required) Field Instruction.....	237
Type - (Payroll Office Contact) Field Description .....	237
Type - (Payroll Office Contact) Field Instruction.....	237
Type - (Payroll Office Contacts Add) Field Instruction.....	237
Type - (Personnel Office Contact) Field Description .....	238
Type - (Personnel Office Contact) Field Instruction .....	238
Type - Personnel Office Contacts Field Instruction.....	238
Type - Personnel Office Contacts Search Results Field Description.....	238
Unrecon - Field Description.....	238
User ID - (Form) Field Instruction.....	239
User ID - (Reconciliation) Field Description .....	239
User ID - (Report) Field Instruction .....	239
Validation - (Carrier Transmissions) Search Results Field Description .....	239
Validation - Field Description .....	239
Validation Date From - Field Instruction .....	239
Validation Date To - Field Instructions .....	240
Warning Code - (Select) Field Instruction .....	240
Warning Code - Field Instruction .....	240
Warning Code - Field Instruction .....	240
Warnings - Field Description .....	240
Whld Amt - Field Description.....	240
Year - (Error Statistics) Field Description.....	241
Year - (Error Statistics) Field Instruction.....	241
Year - (Optional) Field Instruction .....	241
Year - (Payroll Office Enrollees) Field Instruction .....	241
Year - (Payroll Office Enrollees) Search Results Field Description .....	241
Year - (Payroll Office Transmissions) View Field Description.....	241
Year - (Reconciliation - Required) Field Instruction .....	241



Year - (Reconciliation Year for Transmission Record) Field Instruction .....	242
Year - (Reconciliation Year) Field Description .....	242
Year - (Reconciliation) 2810 Form Field Description .....	242
Year - (Reconciliation) Field Instruction .....	242
Year - (Required) Field Instruction .....	242
Year - (Transmission Year Record) Field Description .....	242
Year - Field Description.....	243
Year - Field Instruction.....	243
Year From - (Range - Required) Field Instruction .....	243
Year To - (Range - Required) Field Instruction.....	243
Year/Quarter - Field Description.....	243
Year/Quarter From - Field Description.....	243
Year/Quarter To - Field Description .....	244
ZIP - (Carrier Contact) Field Description .....	244
ZIP - (Carrier Plan Contact) Field Description .....	244
ZIP - (Carrier) Field Description.....	244
ZIP - (Coordinator) Field Description .....	244
ZIP - (Enrollee) Field Description .....	244
ZIP - (Enrollee/Survivor) Field Description.....	244
ZIP - (Payroll Office Contact) Field Description .....	245
ZIP - (Payroll Office Contacts Add) Field Instruction .....	245
ZIP - (Payroll Office) Field Description .....	245
ZIP - (Personnel Office Contact) Field Description.....	245
ZIP - Form 2810 View (Part H) Field Description .....	245
ZIP - Payroll Office Field Description.....	245
ZIP - Personnel Office Contacts Add Field Instruction .....	246
ZIP Line 1 - Field Description .....	246
ZIP Line 10 - Field Description.....	246
ZIP Line 2 - Field Description .....	246
ZIP Line 3 - Field Description .....	246
ZIP Line 4 - Field Description .....	246
ZIP Line 5 - Field Description .....	247
ZIP Line 6 - Field Description .....	247
ZIP Line 7 - Field Description .....	247
ZIP Line 8 - Field Description .....	247
ZIP Line 9 - Field Description .....	247

## **% (Matching Records) - Field Description**

%



---

*System generated*

Displays the percentage of matching records to enrollee records

## **Accepted - Field Description**

**Accepted**

*System generated*

Displays the number of transmissions that passed front-end edits and were accepted for processing.

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## **Action Code - Field Instruction**

**Action Code**

*Optional*

Select the drop-down menu and select the reconciliation action code. Refer to the Reconciliation Action Codes Table for a list and descriptions of these codes.

## **Action - Field Description**

**Action**

*System generated*

Displays the reconciliation action code. Refer to the Reconciliation Action Codes Table for a list and descriptions of these codes

## **Address - Carrier Field Description**

**Address**

*System generated*

Displays the street or P.O. Box address of the carrier

## **Address - Carrier Information Search Results Field Description**

**Address**

*System generated*

Displays the street or P.O. Box address of the carrier



## **Address - Payroll Office Field Description**

### **Address**

*System generated*

Displays the payroll office's street or P.O. Box address

## **Address - Payroll Office Field Description**

### **Address**

*System generated*

Displays the street or P.O. Box address of the payroll office

## **Address Line 1 - Carrier Contact Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the carrier contact's street or P.O. Box address

## **Address Line 1 - Carrier Contacts View Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the carrier contact's street or P.O. Box address

## **Address Line 1 - Carrier Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the carrier's street or P.O. Box address

## **Address Line 1 - Carrier Information View Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the carrier's street or P.O. Box address

## **Address Line 1 - Carrier Plan Contact Field Description**

### **Address Line 1**

*System generated*



---

Displays the first line of the carrier plan contact's street or P.O. Box address

## **Address Line 1 - Carrier Plan Contacts View Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the carriers plan contact's street or P.O. Box address

## **Address Line 1 - Coordinator Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the domestic or foreign street, P.O. Box, rural route, etc., address of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage

## **Address Line 1 - Enrollee Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the enrollee's domestic or foreign street, apartment number, P.O. Box, or rural route address

## **Address Line 1 - Enrollee/Survivor Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the enrollee or survivor annuitant's new domestic or foreign street, apartment number, P.O. Box, or rural route address

## **Address Line 1 - Form 2809 Add (Part A) Field Instruction**

### **Address Line 1**

*Conditional, alphanumeric, 35 positions*

Enter the first line of the payroll office's street or P.O. Box address.

## **Address Line 1 - Form 2809 Add (Part E) Field Instruction**

### **Address Line 1**

*Conditional, alphanumeric, 35 positions maximum*



Enter the first line of the domestic or foreign street, P.O. Box, rural route, etc., of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage.

## **Address Line 1 - Form 2809 View (Part A) Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the enrollee's domestic or foreign street, apartment number, P.O. Box, rural route, etc.

## **Address Line 1 - Form 2809 View (Part E) Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the domestic or foreign street, apartment number, P.O. Box, rural route, etc., of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage

## **Address Line 1 - Form 2810 Add (Part A) Field Instruction**

### **Address Line 1**

*Conditional, alphanumeric, 35 positions*

Enter the first line of the enrollee's domestic or foreign street, apartment or P.O. Box, rural route, etc., if applicable.

## **Address Line 1 - Form 2810 Add (Parts B through F) Field Instruction**

### **Address Line 1**

*Conditional, alphanumeric, 35 positions*

If the "Change in Name of Enrollee" radio button is selected, and the first line of the street address for the enrollee or survivor annuitant is different than the address listed in Part A-Address Line 1, enter the first line of the enrollee's domestic or foreign street, apartment or P.O. Box, rural route, etc., if applicable.

## **Address Line 1 - Form 2810 Add (Parts G and H) Field Instruction**

### **Address Line 1**

*Required, alphanumeric, 35 positions maximum*



---

Type the first line of the domestic or foreign street, P.O. Box, rural route, etc., of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage.

## **Address Line 1 - Payroll Office Contact Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the payroll office contact's street or P.O. Box address.

## **Address Line 1 - Payroll Office Contacts Add Field Instruction**

### **Address Line 1**

*Optional, alphanumeric, 40 positions*

Enter the first line of the payroll office's street or P.O. Box address.

## **Address Line 1 - Payroll Office Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the payroll office's street or P.O. Box address

## **Address Line 1 - Payroll Office Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the payroll office's street or P.O. Box address

## **Address Line 1 - Personnel Office Contact Field Description**

### **Address Line 1**

*System generated*

Displays the first line of the personnel office contact's street or P.O. Box address

## **Address Line 1 - Personnel Office Contacts Add Field Instruction**

### **Address Line 1**

*Optional, alphanumeric, 40 positions maximum*

Enter the first line of the personnel office's street or P.O. Box address.



## **Address Line 2 - Carrier Contact Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the carrier contact's street or P.O. Box address

## **Address Line 2 - Carrier Contacts View Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the carrier contact's street or P.O. Box address

## **Address Line 2 - Carrier Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the carrier's street or P.O. Box address

## **Address Line 2 - Carrier Information View Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the carrier's street or P.O. Box address

## **Address Line 2 - Carrier Plan Contact Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the carrier plan contact's street or P.O. Box address

## **Address Line 2 - Carrier Plan View Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the carrier plan contact's street or P.O. Box address

## **Address Line 2 - Coordinator Field Description**

### **Address Line 2**

*System generated*





---

Displays the second line of the domestic or foreign street, P.O. Box, rural route, etc., address of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage

## **Address Line 2 - Enrollee Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the enrollee's domestic or foreign street, apartment number, P.O. Box, or rural route address

## **Address Line 2 - Enrollee/Survivor Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the enrollee or survivor annuitant's new domestic or foreign street, apartment number, P.O. Box, or rural route address

## **Address Line 2 - Form 2809 (Part E) Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the domestic or foreign street, apartment number, P.O. Box, rural route, etc., of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage

## **Address Line 2 - Form 2809 Add (Part A) Field Instruction**

### **Address Line 2**

*Conditional, alphanumeric, 35 positions*

Enter the second line of the payroll office's street or P.O. Box address.

## **Address Line 2 - Form 2809 Add (Part E) Field Instruction**

### **Address Line 2**

*Conditional, alphanumeric, 35 positions maximum*

If applicable, enter the second line of the domestic or foreign street, P.O. box, rural route, etc., of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage.



## **Address Line 2 - Form 2809 View (Part A) Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the enrollee's domestic or foreign street, apartment number, P.O. Box., rural route, etc.

## **Address Line 2 - Form 2809 View (Part E) Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the domestic or foreign street, apartment number, P.O. Box, rural route, etc., of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage

## **Address Line 2 - Form 2810 Add (Part A) Field Instruction**

### **Address Line 2**

*Conditional, alphanumeric, 35 positions*

Enter the second line of the enrollee's domestic or foreign street, apartment or P.O. Box, rural route, etc., if applicable.

## **Address Line 2 - Form 2810 Add (Parts B through F) Field Instruction**

### **Address Line 2**

*Conditional, alphanumeric, 35 positions*

If the "Change In Name Of Enrollee" radio button is selected, and the second line of the street address for the enrollee or survivor annuitant is different than the address listed in Part A-Address Line 2, enter the second line of the enrollee's domestic or foreign street, apartment or P.O. Box, rural route, etc., if applicable.

## **Address Line 2 - Form 2810 Add (Parts G and H) Field Instruction**

### **Address Line 2**

*Conditional, alphanumeric, 35 positions maximum*

If applicable, enter the second line of the domestic or foreign street, P.O. Box, rural route, etc., of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage.



---

## **Address Line 2 - Form 2810 View (Part H) Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the domestic or foreign street, apartment number, P.O. Box, rural route, etc., of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage

## **Address Line 2 - Payroll Office Contact Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the payroll office contact's street or P.O. Box address

## **Address Line 2 - Payroll Office Contacts Add Field Instruction**

### **Address Line 2**

*Optional, alphanumeric, 40 positions*

Enter the second line of the payroll office's street or P.O. Box address.

## **Address Line 2 - Payroll Office Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the payroll office's street or P.O. Box address

## **Address Line 2 - Payroll Office Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the payroll office's street or P.O. Box address

## **Address Line 2 - Personnel Office Contact Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the personnel office contact's street or P.O. Box address

## **Address Line 2 - Personnel Office Contacts Add Field Instruction**

### **Address Line 2**



*Optional, alphanumeric, 40 positions maximum*

Enter the second line of the personnel office's street or P.O. Box address

## **Address Line 2 - Personnel Office Field Description**

### **Address Line 2**

*System generated*

Displays the second line of the personnel office's street or P.O. Box address

## **Address Line 3 - Carrier Contact Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the carrier plan contact's street or P.O. Box address

## **Address Line 3 - Carrier Contact Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the carrier contact's street or P.O. Box address

## **Address Line 3 - Carrier Contacts Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the carrier contact's street or P.O. Box address

## **Address Line 3 - Carrier Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the carrier's street or P.O. Box address

## **Address Line 3 - Carrier Information View Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the carrier's street or P.O. Box address



---

## **Address Line 3 - Carrier Plan Contact Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the carrier plan contact's street or P.O. Box address

## **Address Line 3 - Coordinator Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the domestic or foreign street, P.O. Box, rural route, etc., address of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage

## **Address Line 3 - Enrollee Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the enrollee's domestic or foreign street, apartment number, P.O. Box, or rural route address

## **Address Line 3 - Enrollee/Survivor Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the enrollee or survivor annuitant's new domestic or foreign street, apartment number, P.O. Box, or rural route address

## **Address Line 3 - Form 2809 Add (Part A) Field Instruction**

### **Address Line 3**

*Conditional, alphanumeric, 35 positions*

Enter the third line of the payroll office's street or P.O. Box address.

## **Address Line 3 - Form 2809 Add (Part E) Field Instruction**

### **Address Line 3**

*Conditional, alphanumeric, 35 positions maximum*

If applicable, enter the third line of the domestic or foreign street, P.O. Box, rural route, etc., of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage.



## **Address Line 3 - Form 2809 View (Part A) Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the enrollee's domestic or foreign street, apartment number, P.O. Box., rural route, etc.

## **Address Line 3 - Form 2809 View (Part E) Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the domestic or foreign street, apartment number, P.O. Box, rural route, etc., of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage

## **Address Line 3 - Form 2810 Add (Part A) Field Instruction**

### **Address Line 3**

*Conditional, alphanumeric, 35 positions*

Enter the third line of the enrollee's domestic or foreign street, apartment or P.O. Box, rural route, etc., if applicable.

## **Address Line 3 - Form 2810 Add (Parts B through F) Field Instruction**

### **Address Line 3**

*Conditional, alphanumeric, 35 positions*

If the "Change In Name Of Enrollee" radio button is selected, and the third line of the street address for the enrollee or survivor annuitant is different than the address listed in Part A-Address Line 3, enter the third line of the enrollee's domestic or foreign street, apartment or P.O. Box, rural route, etc., if applicable.

## **Address Line 3 - Form 2810 View (Part H) Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the domestic or foreign street, apartment number, P.O. Box, rural route, etc., of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage



---

## **Address Line 3 - Payroll Office Contact Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the payroll office contact's street or P.O. Box address

## **Address Line 3 - Payroll Office Contacts Add Field Instruction**

### **Address Line 3**

*Optional, alphanumeric, 40 positions*

Enter the third line of the payroll office's street or P.O. Box address.

## **Address Line 3 - Payroll Office Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the payroll office's street or P.O. Box address

## **Address Line 3 - Payroll Office Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the payroll office's street or P.O. Box address

## **Address Line 3 - Personnel Office Contact Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the personnel office contact's street or P.O. Box address

## **Address Line 3 - Personnel Office Contacts Add Field Instruction**

### **Address Line 3**

*Optional, alphanumeric, 40 positions maximum*

Enter the third line of the personnel office's street or P.O. Box address.

## **Address Line 3 - Personnel Office Field Description**

### **Address Line 3**

*System generated*

Displays the third line of the personnel office's street or P.O. Box address



## Agcy Field Description

### **Agcy**

*System generated*

Displays the Agency identification code

## Agency (No Example) - Field Instruction

### **Agency**

*Optional, alphanumeric, four positions*

Enter the Agency identification code.

## Agency - Agency ID Field Description

### **Agency**

*System generated*

Displays the Agency identification code

## Agency - Enrollee Field Description

### **Agency**

*System generated*

Displays the Agency identification code of the office where the enrollee is employed

## Agency - Enrollee Field Instruction

### **Agency**

*Optional, alphanumeric, four positions*

Enter the Agency identification code of the office where the enrollee is employed.

## Agency - Field Description

### **Agency**

*System generated*

Displays the Agency identifications code of the office where the enrollee is employed (example: **AG90** for U.S. Department of Agriculture, Office of the Chief Financial Officer)

## Agency - Field Instruction

### **Agency**





---

*Optional, alphanumeric, four positions*

Enter the Agency identification code of the office where the enrollee is employed (example: **AG90** for U.S. Department of Agriculture, Office of the Chief Financial Officer).

## Agency - with Note (No Example) Field Description

### Agency

*System generated*

Displays the Agency identification code of the office where the enrollee is employed

---

Note: The Other ID field is displayed in lieu of the this field when **24900002**, **24900003**, or **160099xx** is entered in the Payroll Office ID field on the Payroll Office Enrollees page.

---

## Agency - with Note Field Description

### Agency

*System generated*

Displays the Agency identification code of the office where the enrollee is employed (example: **AG90** for U.S. Department of Agriculture, Office of the Chief Financial Officer)

---

Note: The Other ID field is displayed in lieu of this field when **24900002**, **24900003**, or **160099xx** is entered in the Payroll Office ID field on the Payroll Office Enrollees page.

---

## Agency Address Line 1 - Form 2810 View (Part H)

### Agency Address Line 1

*System generated*

Displays the first line of the domestic or foreign street, apartment number, P.O. Box, rural route, etc., of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage

## Agency ID (No Example) - Field Instruction

### Agency ID

*Optional, alphanumeric, four positions*

Enter the Agency identification code of the office where the enrollee is employed.

## Agency ID - Field Description

### Agency ID



*System generated*

Displays the Agency identification code of the enrollee's employing, personnel, or point-of-contact office (Example: **AG90** for U.S. Department of Agriculture, Office of the Chief Financial Officer)

## **Agency ID - Field Instruction**

**Agency ID**

*Optional, alphanumeric, four positions*

Enter the Agency identification code of the office where the enrollee is employed (example: **AG90** for U.S. Department of Agriculture, Office of the Chief Financial Officer).

## **Agency ID - Form 2809 View (Part E) Field Description**

**Agency ID**

*System generated*

Displays the Agency identification code of the enrollee's employing, personnel, point-of-contact office (example: **AG90** for U.S. Department of Agriculture, Office of the Chief Financial Officer)

## **Agency Name - Field Description**

**Agency Name**

*System generated*

Displays the name of the employing, personnel, or point-of-contact that is responsible for coordinating the enrollee's FEHB coverage

## **Agency Name - Form 2809 Add (Part E) Field Instruction**

**Agency Name**

*Conditional, alphanumeric, 35 positions maximum*

Enter the name of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage.

## **Agency Name - Form 2809 View (Part E) Field Description**

**Agency Name**

*System generated*

Displays the name of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage



---

## Agency Name - Form 2810 Add (Parts G and H) Field Instruction

### Agency Name

*Required, alphanumeric, 35 positions maximum*

Enter the name of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage.

## Agency Use - Field Description

### Agency Use

*System generated*

Displays remarks used by the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage

## Amount - Field Description

### Amount

*System generated*

Displays the enrollee's withholding/premium amounts received

## Amount - Pay Period Field Description

### Amount

*System generated*

Displays the enrollee's withholding/premium per pay period

## Amount Received - Field Description

### Amount Received

*System generated*

Displays the total withholding/premium amounts received

## Amount Received - Payroll Office Field Description

### Amount Received

*System generated*

Displays the amount of the transmissions received to the payroll office

## Amount Sent - Field Description

### Amount Sent



*System generated*

Displays the total withholding/premium amounts sent, as indicated on the transmission file header record

## **Amount Sent - Payroll Office Field Description**

**Amount Sent**

*System generated*

Displays the amount of the transmissions sent to the payroll office

## **Annuitant Indicator - Field Description**

**Annuitant Indicator**

*System generated*

Displays the annuitant indicator symbol:

**I** indicates Interim

**R** indicates Regular

**S** indicates Suspend

## **Annuity Claim # - Form 2810 Add (Part A) Field Instruction**

**Annuity Claim #**

*Optional, alphanumeric, nine positions*

Enter the civil service annuitant (CSA) number assigned to the enrollee by OPM.

## **Annuity Claim # - Form 2810 View (Part A) Field Description**

**Annuity Claim #**

*System generated*

Displays the civil service annuitant (CSA) number assigned to the enrollee by OPM

## **As of Date - Carrier Field Description**

**As of Date**

*System generated*

Displays the date the transmission enrollment data was extracted from the carrier's file

## **As of Date - Carrier Transmissions Field Description**

**As of Date**



---

*System generated*

Displays the date the transmitted enrollment data was extracted

## **As of Date - Field Description**

**As of Date**

*System generated*

Displays the date the transmitted enrollment data was extracted from the payroll/personnel office database

## **As of Date - Payroll Field Description**

**As of Date**

*System generated*

Displays the date (MM/DD/YYYY) the data was extracted from the payroll system

## **As of Date for Pay Period Transmission From - Field Instruction**

**As of Date for Pay Period Transmission From**

*Optional*

Select the first drop-down menu and select the month, select the second drop-down menu and select the day, and select the third drop-down menu and select the year.

## **As of Date for Pay Period Transmission To - Field Instruction**

**As of Date for Pay Period Transmission To**

*Optional*

Select the first drop-down menu and select the month, select the second drop-down menu and select the day and select the third drop-down menu and select the year.

## **As of Date From - (Required) Field Instruction**

**As of Date From**

*Required*

Select the first drop-down menu and select the month, select the second drop-down menu and select the day and select the third drop-down menu and select the year.

## **As of Date From - Field Instruction**

**As of Date From**

*Optional*



Select the first drop-down menu and select the month, select the second drop-down menu and select the day and select the third drop-down menu and select the year.

## **As of Date To - (Required) Field Instruction**

### **As of Date To**

#### *Required*

Select the first drop-down menu and select the month, select the second drop-down menu and select the day and select the third drop-down menu and select the year.

## **As of Date To - Field Instruction**

### **As of Date To**

#### *Optional*

Select the first drop-down menu and select the month, select the second drop-down menu and select the day and select the third drop-down menu and select the year.

## **Authorized Official - First Name (SF 2809) Field Description**

### **Authorized Official - First Name**

#### *System generated*

Displays the first name of the Agency official who is authorized to sign the Standard Form 2809, Health Benefits Election Form

## **Authorized Official - First Name (SF 2810) Field Description**

### **Authorized Official - First Name**

#### *System generated*

Displays the first name of the Agency official who is authorized to sign the Standard Form 2810, Notice of Change in Health Benefits Enrollment

## **Authorized Official - Initial (SF 2809) Field Description**

### **Authorized Official - Initial**

#### *System generated*

Displays the middle initial of the Agency official who is authorized to sign the Standard Form 2809, Health Benefits Election Form



---

## Authorized Official - Initial (SF 2810) Field Description

### Authorized Official - Initial

*System generated*

Displays the middle initial of the Agency official who is authorized to sign the Standard Form 2810, Notice of Change in Health Benefits Enrollment.

## Authorized Official - Last Name (SF 2809) Field Description

### Authorized Official - Last Name

*System generated*

Displays the last name of the Agency official who is authorized to sign the Standard Form 2809, Health Benefits Election Form

## Authorized Official - Last Name (SF 2810) Field Description

### Authorized Official - Last Name

*System generated*

Displays the last name of the Agency official who is authorized to sign the Standard Form 2810, Notice of Change in Health Benefits Enrollment

## Authorized Official Date Signed - Form 2809 Add (Part I) Field Instruction

### Authorized Official Date Signed

*Required, alphanumeric, eight positions*

Enter the date (MMDDYYYY) the authorized Agency official signed the document.

## Authorized Official Date Signed - Form 2809 View (Part I) Field Description

### Authorized Official Date Signed

*System generated*

Displays the date (MMDDYYYY) the authorized Agency official signed the document

## Authorized Official First Name - Form 2809 Add (Part I) Field Instruction

### Authorized Official - First Name

*Required, alphanumeric, 17 positions maximum*

Enter the first name of Agency Official who is authorized to sign the Form 2809.



## Authorized Official First Name - Form 2809 View (Part I) Field Description

### Authorized Official - First Name

*System generated*

Displays the first name of Agency Official who is authorized to sign the Form 2809

## Authorized Official First Name - Form 2810 Add (Parts G and H) Field Instruction

### Authorized Official - First Name

*Optional, alphanumeric, 17 positions maximum*

Enter the first name of Agency Official who is authorized to sign the Form 2810.

## Authorized Official Initial - Form 2809 Add (Part I) Field Instruction

### Authorized Official - Initial

*Optional, alphanumeric, one position*

Enter the middle initial of Agency Official who is authorized to sign the Form 2809.

## Authorized Official Initial - Form 2809 View (Part I) Field Description

### Authorized Official - Initial

*System generated*

Displays the middle initial name of Agency Official who is authorized to sign the Form 2809

## Authorized Official Last Name - Form 2809 Add (Part I) Field Instruction

### Authorized Official - Last Name

*Required, alphanumeric, 25 positions*

Enter the last name of Agency Official who is authorized to sign the Form 2809. If the Agency Official has a title (e.g., Jr, Sr, I, II, or III), it should be entered after the last name without punctuation (e.g., Smith Jr or Smith III).

## Authorized Official Last Name - Form 2809 View (Part I) Field Description

### Authorized Official - Last Name

*System generated*

Displays the last name of the Agency Official who is authorized to sign the Form 2809





---

## Authorized Official Last Name - Form 2810 Add (Parts G and H) Field Instruction

### Authorized Official - Last Name

*Required, alphanumeric, 25 positions*

Enter the last name of Agency Official who is authorized to sign the Form 2810. If the Agency Official has a title (e.g., Jr, Sr, I, II, or III), it should be entered after the last name without punctuation (e.g., Smith Jr or Smith III).

## Authorized Official Phone - Field Description

### Authorized Official - Phone

*System generated*

Displays the daytime area code and telephone number of the authorized Agency official

## Authorized Official Phone - Form 2809 Add (Part I) Field Instruction

### Authorized Official - Phone

*Optional, numeric, ten positions*

Enter the daytime area code and telephone number of the authorized Agency official. Do not type alpha characters, spaces, dashes, parenthesis, periods, etc.

## Authorized Official Phone - Form 2809 View (Part I) Field Description

### Authorized Official - Phone

*System generated*

Displays the daytime area code and telephone number of the authorized Agency official

## Cancel Enrollment for Reasons other than Above - Field Description

### Cancel Enrollment for Reasons other than Above

*System generated*

Selected radio button indicates the enrollee is canceling his/her FEHB enrollment

## Cancel Enrollment for Reasons other than Above - Form 2809 Add Field Instruction

### Cancel Enrollment for Reasons other than Above

*Conditional*

If the Nature of Action in Part A is **stop**, and the enrollee is canceling his/her FEHB enrollment, select the radio button; otherwise, do not complete this field.



## **Cancel Enrollment for Reasons other than Above - Form 2809 View Field Description**

### **Cancel Enrollment for Reasons other than Above**

*System generated*

The selected radio button indicates that the enrollee is canceling his/her FEHB enrollment

## **Carr - Field Description**

### **Carr**

*System generated*

Displays the carrier identification code assigned by NFC's CLER Operations and Reconciliation Unit

## **Carrier - (Carrier Code) Field Description**

### **Carrier**

*System generated*

Displays the carrier code

## **Carrier - (Carrier Enrollment Codes Search Results) Field Description**

### **Carrier**

*System generated*

Displays the carrier identification code

## **Carrier - (Drop-down) Field Instruction**

### **Carrier**

*Optional*

Select the drop-down menu and select the carrier code.

## **Carrier - (Payroll Office Enrollees View) Field Description**

### **Carrier**

*System generated*

Displays the carrier code



---

## Carrier - (Required) Field Instruction

### Carrier

*Required, alphanumeric, four positions*

Enter the carrier code.

## Carrier - Carrier Plan Contacts Field Instruction

### Carrier

*Optional, alphanumeric, seven positions*

Enter the carrier identification code.

## Carrier - Code Field Description

### Carrier -Code

*System generated*

Displays the enrollment code submitted by the carrier

## Carrier - Field Description

### Carrier

*System generated*

Displays the carrier code

## Carrier - Field Description

### Carrier

*System generated*

Displays the carrier code

## Carrier - Field Instruction

### Carrier

*Optional, alphanumeric, four positions*

Enter the carrier code.

## Carrier Comments - (Report) Field Description

### Carrier Comments

*System generated*

Displays the comments that were entered on the Carrier Enrollee Validate page



## Carrier Comments - Field Description

### **Carrier Comments**

*System generated*

Display the carrier's comments

## Carrier Comments - Field Description

### **Carrier Comments**

*System generated*

Displays the carrier's comments

## Carrier Comments - Payroll Office Enrollees Validate Field Description

### **Carrier Comments**

*System generated*

Displays the carrier's comments about this record

## Carrier Eff. Date - Field Description

### **Carrier Eff. Date**

*System generated*

Displays the enrollment effective date (MM/DD/YYYY) submitted by the carrier

## Carrier Errors - Field Description

### **Carrier Errors**

*System generated*

Displays the count of errors that have reconciliation reason and action code entered that indicate the carrier is at fault

## Carrier Errors - Field Description

### **Carrier Errors**

*System generated*

Displays the count of errors that have reconciliation reason and action codes entered that indicated the carrier is at fault



---

## Carrier ID (Select - Required) - Field Instruction

### Carrier ID

#### *Required*

Select the drop-down menu and select the carrier identification code assigned by NFC's CLER Operations and Reconciliation Unit.

## Carrier ID - (Carrier Enrollees) Field Instruction

### Carrier ID

#### *Required*

Select the drop-down menu and select the carrier identification code assigned by NFC's CLER Operations and Reconciliation Unit.

## Carrier ID - (Carrier Identifiers Search Results) Field Description

### Carrier ID

#### *System generated*

Displays the carrier identification code assigned by NFC's CLER Operations and Reconciliation Unit

## Carrier ID - (Carrier Identifiers) Field Instruction

### Carrier ID

#### *Optional, alphanumeric, seven positions*

Enter the carrier identification code assigned by NFC's CLER Operations and Reconciliation Unit.

## Carrier ID - (Optional) Field Instruction

### Carrier ID

#### *Optional*

Select the drop-down menu and select the carrier identification code assigned by NFC's CLER Operations and Reconciliation Unit.

## Carrier ID - Field Description

### Carrier ID

#### *System generated*

Displays the carrier identification code assigned by NFC's CLER Operations and Reconciliation Unit



## Carrier ID - Field Instruction

### Carrier ID

*Optional, alphanumeric, seven positions*

Enter the carrier identification code assigned by NFC's CLER Operations and Reconciliation Unit.

## Carrier Name - Field Description

### Carrier Name

*System generated*

Displays the enrollee's name submitted by the carrier

## Carrier SSN - Field Description

### Carrier SSN

*System generated*

Displays the enrollee's SSN submitted by the carrier

## Carrier-Total - Field Description

### Carrier - Total

*System generated*

Displays the sum of records by carrier

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## Change (#) - Field Description

### Change (#)

*System generated*

Displays the change in the number of enrollment code changes from the prior quarter to the current quarter

## Change (%) - Field Description

### Change (%)

*System generated*

Displays the change in percent of enrollment code changes from the prior quarter to the current quarter



---

## Change - Form 2809 Add (Part A) Field Instruction

### **Change**

#### *Conditional*

To change the enrollment, select the radio button

## Change - Form 2809 View (Part A) Field Description

### **Change**

#### *System generated*

A selected radio button indicates a change to a current FEHB enrollment

## Change Actual - Field Description

### **Change Actual**

#### *System generated*

Displays the number that indicates the actual changes in values between prior and current reconciliation years/quarters

## Change Password - Field Instruction

### **Change Password**

To change the password, select the checkbox. The Change Your Password pop-up window is displayed, prompting the user to enter and confirm the new password. Type the new password in the Enter New Password and Confirm New Password fields and select **Submit**.

## Change Percent - Field Description

### **Change Percent**

#### *System generated*

Displays the percent changes in values between prior and current reconciliation years/quarters

## Check Box to Create Report Without Totals - Field Instruction

### **Check Box to Create Report Without Totals**

#### *Optional*

Select this check box to omit totals from the report.

## City - Carrier Contact Field Description

### **City**



*System generated*

Displays the city of the carrier contact

---

Note: If the address is an overseas military address, this field displays **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Carrier Contacts View Page Field Description

**City**

*System generated*

Displays the city of the carrier contact

---

Note: If the address is an overseas military address, type **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Carrier Field Description

**City**

*System generated*

Displays the city of the carrier

---

Note: If the address is an overseas military address, this field displays **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Carrier Field Instruction

**City**

*Optional, alphanumeric, 25 positions maximum*

Enter the city of the carrier

---

Note: If the address is an overseas military address, type **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Carrier Information Page Field Instruction

**City**

*Optional, alphanumeric, 25 positions maximum*

Enter the city of the carrier.





---

Note: If the address is an overseas military address, type **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Carrier Information Search Results Field Instruction

### City

*System generated*

Displays the name of the carrier's city.

---

Note: If the address is an overseas military address, **FPO** for fleet post office or **APO** for army post office will be displayed lieu of the city.

---

## City - Carrier Plan Contact Field Description

### City

*System generated*

Displays the city of the carrier plan contact

---

Note: If the address is an overseas military address, this field displays **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Carrier Plan Contacts View Field Description

### City

*System generated*

Displays the city of the carrier plan contact

---

Note: If the address is an overseas military address, type **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Coordinator Field Description

### City

*System generated*

Displays the name of the domestic or foreign city for the enrollee's employing, personnel, or point-of-contact office

---

Note: If the address is an overseas military address this field displays **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---



## City - Enrollee Field Description

### City

*System generated*

Displays the name of the enrollee's domestic or foreign city

---

Note: If the address is an overseas military address this field displays **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Enrollee/Survivor Field Description

### City

*System generated*

Displays the new name of the city for the enrollee or survivor annuitant's address.

---

Note: If the address is an overseas military address this field displays **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Field Instruction

### City

*Conditional, alphanumeric, 35 positions maximum*

If the "Change In Name Of Enrollee" radio button is selected, and the second line of the street address for the enrollee or survivor annuitant is different than the address listed in Part A-Address Line 1, enter the first line of the enrollee's domestic or foreign street, apartment or P.O. Box, rural route, etc., if applicable.

---

Note: Although the system allows for a blank field, please complete this field if the condition applies.

---

## City - Form 2809 Add (Part A) Field Instruction

### City

*Required, alphanumeric, 23 positions maximum*

Enter the name of the enrollee's domestic domestic or foreign city.

---

Note: If the address is an overseas military address, type **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---



---

## City - Form 2809 Add (Part E) Field Instruction

### City

*Required, alphanumeric, 23 positions maximum*

Enter the name of the domestic or foreign city for the enrollee's employing, personnel, or point-of-contact office.

---

Note: If the address is an overseas military address, type **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Form 2809 View (Part A) Field Description

### City

*System generated*

Displays the name of the enrollee's domestic or foreign city.

---

Note: If the address is an overseas military address, this field displays **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Form 2809 View (Part E) Field Instructions

### City

*System generated*

Displays the name of the domestic or foreign city for the enrollee's employing, personnel, or point-of-contact office.

---

Note: If the address is an overseas military address, this field displays FPO for fleet post office or APO for army post office in lieu of the city.

---

## City - Form 2810 Add (Parts B thru F) Field Instruction

### City

*Conditional, alphanumeric, 23 positions maximum*

If the "Change In the Name Of Enrollee" radio button is selected, and the domestic or foreign city for the enrollee or survivor annuitant's address is different than the city listed in Part A- City, type the name of the new city for the enrollee or survivor annuitant's address. If the address is an overseas military address, type FPO for fleet post office or APO for army post office in lieu of the city.

---

Note: Although the system allows for a blank field, please complete this field if the condition applies.

---



## City - Form 2810 View (Part H) Field Description

### City

*System generated*

Displays the domestic or foreign city of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage

## City - Payroll Office Contact Field Description

### City

*System generated*

Displays the city of the payroll office contact

---

Note: If the address is an overseas military address this field displays **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Payroll Office Field Description

### City

*System generated*

Displays the city of the payroll office

---

Note: If the address is an overseas military address this field displays **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Payroll Office Field Description

### City

*System generated*

Displays the city of the payroll office

---

Note: If the address is an overseas military address, this field displays **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Payroll Office Field Instruction

### City

*Optional, alphanumeric, 25 positions maximum*

Enter the city of the payroll office.



---

Note: If the address is an overseas military address, type **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Payroll Office Field Instruction

### City

*Optional, alphanumeric, 25 positions maximum*

Enter the city of the payroll office.

---

Note: If the address is an overseas military address, type **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Personnel Office Contact Field Description

### City

*System generated*

Displays the name of the personnel office contact's city

---

Note: If the address is an overseas military address, this field displays **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Personnel Office Contacts Add Field Instruction

### City

*Optional, alphanumeric, 25 positions maximum*

Enter the city of the personnel office.

---

Note: If the address is an overseas military address, type **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---

## City - Personnel Office Field Description

### City

*System generated*

Displays the city of the personnel office

---

Note: If the address is an overseas military address, this field displays **FPO** for fleet post office or **APO** for army post office in lieu of the city.

---



## Claim # - Field Description

### Claim #

*System generated*

Displays the claim number assigned by the Office of Personnel Management (OPM), other retirement systems, or the Office of Workers' Compensation Programs (e.g., civil service annuitant (CSA), the civil service final (CSF), or compensation number)

## Claim # - Form 2809 Add (Part E) Field Instruction

### Claim #

*Optional, alphanumeric, nine positions*

Enter the claim number assigned by OPM, other retirement systems, or the Office Workers' Compensation Programs (i.e., CSA, CSF, or compensation number).

## Claim # - Form 2809 View (Part E) Field Description

### Claim #

*System generated*

Displays the claim number assigned by OPM, other retirement systems, or the Office Workers' Compensation Programs (e.g., CSA, CSF, or compensation number)

## Code - Carrier Enrollment Code Field Description

### Code

*System generated*

Displays the enrollment code submitted by the carrier

## Code - Carrier Transmissions Search Results Field Description

### Code

*System generated*

Displays the transmission processing code

**Initial** code indicates an initial transmission file

**Add** code indicates an additional file

**Replace** indicates a replacement file.

## Code - Carrier Transmissions View Field Description

### Code

*System generated*



---

Displays the transmission processing code as follows:

**I** or blank - Initial file

**A** - Additional file

**R** - Replace all previous files

## Code - Enrollment Payroll Field Description

### Code

*System generated*

Displays the enrollment code submitted by the payroll office

## Code - Field Description

### Code

*System generated*

Displays the enrollment code

## Code - Number Field Description

### Code

*System generated*

Displays the code number

## Code - Payroll Office Enrollees View Field Description

### Code

*System generated*

Displays the enrollment code

## Code - Payroll Office Transmission Search Results Field Description

### Code

*System generated*

Displays the transmission processing code as follows:

**Initial** - Indicates an initial transmission file

**Additional** - Indicates an addition to the transmission file

**Replace** - Indicates a replacement of the transmission file

## Code - Payroll Office Transmissions View Field Description

### Code



*System generated*

Displays one of the following transmission processing codes:

**I** or blank - Represent an initial file

**A** - Represents an additional file

**R** - Represents replace all previous.

## Code - Transmission Code Field Description

### Code

*System generated*

Displays the transmission processing code as identified below:

**I** or **blank** - Initial file

**A** - Additional file

**R** - Replace all previous files

## Code -Total Field Description

### Code - Total

*System generated*

Displays the sum of records by enrollment code

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## Code Line 1 - Field Description

### Code Line 1

*System generated*

Displays one of the following codes that identifies the first family member's relation to the enrollee:

**01** - Spouse

**09** - Adopted child

**10** - Foster child

**17** - Stepchild

**19** - Unmarried dependent child under age 22

**99** - Eligible unmarried disabled child over age 22

## Code Line 1 - Form 2809 Add (Part B) Field Instruction

### Code Line 1

*Conditional, numeric, one position*





---

If the Last Name Line 1 field is completed, select the drop-down menu and select the code used to identify the first family member's relation to the enrollee; otherwise, do not complete this field. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant.

---

Note: Code 5 is displayed only when **24900002** or **24900003** is entered in the Payroll Office ID field on the Form 2809 Add (Part A) page.

---

## **Code Line 1 - Form 2809 View (Part B) Field Description**

### **Code Line 1**

*System generated*

Displays the code used to identify the first family member's relation to the enrollee

The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

## **Code Line 10 - Field Description**

### **Code Line 10**

*System generated*

Displays one of the following codes that identifies the tenth family member's relation to the enrollee:

- 01 - Spouse
- 09 - Adopted child
- 10 - Foster child
- 17 - Stepchild
- 19 - Unmarried dependent child under age 22
- 99 - Eligible unmarried disabled child over age 22

## **Code Line 10 - Form 2809 Add (Part B) Field Instruction**

### **Code Line 10**

*Conditional*



If the Last Name Line 10 field is completed, select the drop-down menu and select the code used to identify the tenth family member's relation to the enrollee; otherwise, do not complete this field. The relationship codes are as follows:

- 1 - Spouse.
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when **24900002** or **24900003** is entered in the Payroll Office ID field on the Form 2809 Add (Part A) page.

---

## Code Line 10 - Form 2809 View (Part B) Field Description

### Code Line 10

*System generated*

Displays the code used to identify the tenth family member's relation to the enrollee

The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

## Code Line 2 - Field Description

### Code Line 2

*System generated*

Displays one of the following codes that identifies the second family member's relation to the enrollee:

- 01 - Spouse
- 09 - Adopted child
- 10 - Foster child
- 17 - Stepchild
- 19 - Unmarried dependent child under age 22
- 99 - Eligible unmarried disabled child over age 22

## Code Line 2 - Form 2809 Add (Part B) Field Instruction

### Code Line 2

*Conditional, numeric, one position*



---

If the Last Name Line 2 field is completed, select the drop-down menu and select the code used to identify the second family member's relation to the enrollee; otherwise, do not complete this field.

The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when **24900002** or **24900003** is entered in the Payroll Office ID field on the Form 2809 Add (Part A) page.

---

## Code Line 2 - Form 2809 View (Part B) Field Description

### Code Line 2

*System generated*

Displays the code used to identify the second family member's relation to the enrollee. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when 24900002 or 24900003 is entered in the Payroll Office ID field on the Form 2809 Add (Part A) page.

---

## Code Line 3 - Field Instructions

### Code Line 3

*System generated*

Displays one of the following codes that identifies the third family member's relation to the enrollee:

- 01 - Spouse
- 09 - Adopted child
- 10 - Foster child
- 17 - Stepchild
- 19 - Unmarried dependent child under age 22
- 99 - Eligible unmarried disabled child over age 22



## Code Line 3 - Form 2809 Add (Part B) Field Instruction

### Code Line 3

*Conditional, numeric, one position*

If the Last Name Line 3 field is completed, select the drop-down menu and select the code used to identify the third family member's relation to the enrollee; otherwise, do not complete this field. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when **24900002** or **24900003** is entered in the Payroll Office ID field on the Form 2809 Add (Part A) page.

---

## Code Line 3 - Form 2809 View (Part B) Field Description

### Code Line 3

*System generated*

Displays the code used to identify the third family member's relation to the enrollees

The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when **24900002** or **24900003** is entered in the Payroll Office ID field on the Form 2809 Add (Part A) page.

---

## Code Line 4 - Field Description

### Code Line 4

*System generated*

Displays one of the following codes that identifies the fourth family member's relation to the enrollee:

- 01 - Spouse
- 09 - Adopted child
- 10 - Foster child
- 17 - Stepchild



- 19 - Unmarried dependent child under age 22
- 99 - Eligible unmarried disabled child over age 22

## Code Line 4 - Form 2809 Add (Part B) Field Instruction

### Code Line 4

#### *Conditional*

If the Last Name Line 4 field is completed, select the drop-down menu and select the code used to identify the fourth family member's relation to the enrollee; otherwise, do not complete this field. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when 24900002 or 24900003 is entered in the Payroll Office ID field on the Form 2809 (Part A) Add page.

---

## Code Line 4 - Form 2809 View (Part B) Field Description

### Code Line 4

#### *System generated*

Displays the code used to identify the fourth family member's relation to the enrollee. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when 24900002 or 24900003 is entered in the Payroll Office ID field on the Form 2809 (Part A) Add page.

---

## Code Line 5 - Field Description

### Code Line 5

#### *System generated*

Displays one of the following codes that identifies the fifth family member's relation to the enrollee:

- 01 - Spouse



- 09 - Adopted child
- 10 - Foster child
- 17 - Stepchild
- 19 - Unmarried dependent child under age 22
- 99 - Eligible unmarried disabled child over age 22

## Code Line 5 - Form 2809 Add (Part B) Field Instruction

### Code Line 5

#### *Conditional*

If the Last Name Line 5 field is completed, select the drop-down menu and select the code used to identify the fifth family member's relation to the enrollee; otherwise, do not complete this field. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when 24900002 or 24900003 is entered in the Payroll Office ID field on the Form 2809 (Part A) Add page.

---

## Code Line 5 - Form 2809 View (Part B) Field Description

### Code Line 5

#### *System generated*

Displays the code used to identify the fifth family member's relation to the enrollee. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when 24900002 or 24900003 is entered in the Payroll Office ID field on the Form 2809 (Part A) Add page.

---

## Code Line 6 - Field Description

### Code Line 6

#### *System generated*



---

Displays one of the following codes that identifies the sixth family member's relation to the enrollee:

- 01 - Spouse
- 09 - Adopted child
- 10 - Foster child
- 17 - Stepchild
- 19 - Unmarried dependent child under age 22
- 99 - Eligible unmarried disabled child over age 22

## Code Line 6 - Form 2809 Add (Part B) Field Instruction

### Code Line 6

#### *Conditional*

If the Last Name Line 6 field is completed, select the drop-down menu and select the code used to identify the sixth family member's relation to the enrollee; otherwise, do not complete this field. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when 24900002 or 24900003 is entered in the Payroll Office ID field on the Form 2809 (Part A) Add page.

---

## Code Line 6 - Form 2809 View (Part B) Field Description

### Code Line 6

#### *System generated*

Displays the code used to identify the sixth family member's relation to the enrollee. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when 24900002 or 24900003 is entered in the Payroll Office ID field on the Form 2809 (Part A) Add page.

---



## Code Line 7 - Field Description

### Code Line 7

#### *System generated*

Displays one of the following codes that identifies the seventh family member's relation to the enrollee:

- 01 - Spouse
- 09 - Adopted child
- 10 - Foster child
- 17 - Stepchild
- 19 - Unmarried dependent child under age 22
- 99 - Eligible unmarried disabled child over age 22

## Code Line 7 - Form 2809 Add (Part B) Field Instruction

### Code Line 7

#### *Conditional*

If the Last Name Line 7 field is completed, select the drop-down menu and select the code used to identify the seventh family member's relation to the enrollee; otherwise, do not complete this field. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when 24900002 or 24900003 is entered in the Payroll Office ID field on the Form 2809 (Part A) Add page.

---

## Code Line 7 - Form 2809 View (Part B) Field Description

### Code Line 7

#### *System generated*

Displays the code used to identify the seventh family member's relation to the enrollee. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant





---

Note: Code 5 is displayed only when 24900002 or 24900003 is entered in the Payroll Office ID field on the Form 2809 (Part A) Add page.

---

## Code Line 8 - Field Description

### Code Line 8

*System generated*

Displays one of the following codes that identifies the eighth family member's relation to the enrollee:

- 01 - Spouse
- 09 - Adopted child
- 10 - Foster child
- 17 - Stepchild
- 19 - Unmarried dependent child under age 22
- 99 - Eligible unmarried disabled child over age 22

## Code Line 8 - Form 2809 Add (Part B) Field Instruction

### Code Line 8

*Conditional*

If the Last Name Line 8 field is completed, select the drop-down menu and select the code used to identify the eighth family member's relation to the enrollee; otherwise, do not complete this field. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when 24900002 or 24900003 is entered in the Payroll Office ID field on the Form 2809 (Part A) Add page.

---

## Code Line 8 - Form 2809 View (Part B) Field Description

### Code Line 8

*System generated*

Displays the code used to identify the eighth family member's relation to the enrollee. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child



- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when 24900002 or 24900003 is entered in the Payroll Office ID field on the Form 2809 (Part A) Add page.

---

## Code Line 9 - Field Description

### Code Line 9

*System generated*

Displays one of the following codes that identifies the ninth family member's relation to the enrollee:

- 01 - Spouse
- 09 - Adopted child
- 10 - Foster child
- 17 - Stepchild
- 19 - Unmarried dependent child under age 22
- 99 - Eligible unmarried disabled child over age 22

## Code Line 9 - Form 2809 Add (Part B) Field Instruction

### Code Line 9

*Conditional*

If the Last Name Line 9 field is completed, select the drop-down menu and select the code used to identify the ninth family member's relation to the enrollee; otherwise, do not complete this field. The relationship codes are as follows:

- 1 - Spouse
- 2 - Unmarried dependent child under age 22 (including an adopted child)
- 3 - Stepchild, foster child, or recognized natural child
- 4 - Unmarried disabled child over age 22 incapable of self-support
- 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when 24900002 or 24900003 is entered in the Payroll Office ID field on the Form 2809 (Part A) Add page.

---

## Code Line 9 - Form 2809 View (Part B) Field Description

### Code Line 9

*System generated*

Displays the code used to identify the fourth family member's relation to the enrollee. The relationship codes are as follows:



- 
- 1 - Spouse
  - 2 - Unmarried dependent child under age 22 (including an adopted child)
  - 3 - Stepchild, foster child, or recognized natural child
  - 4 - Unmarried disabled child over age 22 incapable of self-support
  - 5 - Parent of dependent survivor annuitant

---

Note: Code 5 is displayed only when 24900002 or 24900003 is entered in the Payroll Office ID field on the Form 2809 (Part A) Add page.

---

## Confirmed Errors - Field Description

### Confirmed Errors

*System generated*

Displays the count of errors that have reconciliation reason and action codes entered that indicate the carrier is at fault and the carrier accepts the claim

## Confirmed Errors - Field Description

### Confirmed Errors

*System generated*

Displays the count of errors that have reconciliation reason and action code entered that indicate the carrier is at fault and the carrier accepts the claim

## Contact (Payroll) First Name - Field Description

### Contact (Payroll) First Name

*System generated*

Displays the first name of the payroll office contact

## Contact (Payroll) First Name - Form 2809 Add (Part E) Field Instruction

### Contact (Payroll) First Name

*Conditional, alphanumeric, 17 positions maximum*

If the Last Name field under Contact (Payroll) is completed, enter the first name of the payroll office contact.



## **Contact (Payroll) First Name - Form 2809 View (Part E) Field Description**

### **Contact (Payroll) First Name**

*System generated*

Displays the first name of the payroll office contact

## **Contact (Payroll) Initial - Field Description**

### **Contact**

*System generated*

Displays the middle initial of the payroll office contact

## **Contact (Payroll) Initial - Form 2809 Add (Part E) Field Instruction**

### **Contact (Payroll) Initial**

*Conditional, alphanumeric, one position*

If the Last Name field under Contact (Payroll) is completed, enter the middle initial of the payroll office contact.

## **Contact (Payroll) Initial - Form 2809 View (Part E) Field Instruction**

### **Contact (Payroll) Initial**

*System generated*

Displays the middle initial of the payroll office contact

## **Contact (Payroll) Last Name - Field Description**

### **Contact (Payroll) Last Name**

*System generated*

Displays the last name of the payroll office contact

## **Contact (Payroll) Last Name - Form 2809 Add (Part E) Field Instruction**

### **Contact (Payroll) Last Name**

*Conditional, alphanumeric, 25 positions maximum*

Enter the last name of the payroll office contact. If the contact has a title (e.g., Jr, Sr, I, II, or III), it should be entered after the last name without punctuation (e.g., Smith Jr or Smith III).

---

Note: If the Last Name field under Contact (Personnel) is not completed, this field is required; otherwise, this field is optional.

---



---

## **Contact (Payroll) Last Name - Form 2809 View (Part E) Field Description**

### **Contact (Payroll) Last Name**

*System generated*

Displays the last name of the payroll office contact

## **Contact (Payroll) Phone - Field Description**

### **Contact (Payroll) Phone**

*System generated*

Displays the daytime area code and telephone number of the payroll office contact

## **Contact (Payroll) Phone - Form 2809 Add (Part E) Field Instruction**

### **Contact (Payroll) Phone**

*Conditional, numeric, 10 positions*

If the Last Name field under Contact (Payroll) is completed, enter the daytime area code and telephone number of the payroll office contact. Do not type alpha characters, spaces, dashes, parenthesis, periods, etc.

## **Contact (Payroll) Phone - Form 2809 View (Part E) Field Description**

### **Contact (Payroll) Phone**

*System generated*

Displays the daytime area code and telephone number of the payroll office contact

## **Contact (Personnel) First Name - Field Description**

### **Contact (Personnel) First Name**

*System generated*

Displays the first name of the personnel office contact

## **Contact (Personnel) First Name - Form 2809 Add (Part E) Field Instruction**

### **Contact (Personnel) First Name**

*Conditional, alphanumeric, 17 positions maximum*

If the Last Name field under Contact (Personnel) is completed, enter the first name of the personnel office contact.



## **Contact (Personnel) First Name - Form 2809 View (Part E) Field Description**

### **Contact (Personnel) First Name**

*System generated*

Displays the first name of the personnel office contact

## **Contact (Personnel) Initial - Field Description**

### **Contact (Personnel) Initial**

*System generated*

Displays the middle initial of the personnel office contact

## **Contact (Personnel) Initial - Form 2809 Add (Part E) Field Instruction**

### **Contact (Personnel) Initial**

*Conditional, alphanumeric, one position*

If the Last Name field under Contact (Personnel) is completed, enter the middle initial of the personnel office contact.

## **Contact (Personnel) Initial - Form 2809 View (Part E) Field Description**

### **Contact (Personnel) Initial**

*System generated*

Displays the middle initial of the personnel office contact

## **Contact (Personnel) Last Name - Field Description**

### **Contact (Personnel) Last Name**

*System generated*

Displays the last name of the personnel office contact

## **Contact (Personnel) Last Name - Form 2809 Add (Part E) Field Instruction**

### **Contact (Personnel) Last Name**

*Conditional, alphanumeric, 25 positions maximum*

Enter the last name of the personnel office contact. If the contact has a title (e.g., Jr, Sr, I, II, or III), it should be entered after the last name without punctuation (e.g., Smith Jr or Smith III).



---

Note: If the Last Name field under Contact (Payroll) is not completed, this field is required; otherwise, this field is optional.

---

## **Contact (Personnel) Last Name - Form 2809 View (Part E) Field Description**

### **Contact (Personnel) Last Name**

*System generated*

Displays the last name of the personnel office contact

## **Contact (Personnel) Phone - Field Description**

### **Contact (Personnel) Phone**

*System generated*

Displays the daytime area code and telephone number of the personnel office contact

## **Contact (Personnel) Phone - Form 2809 Add (Part E) Field Instruction**

### **Contact (Personnel) Phone**

*Conditional, numeric, 10 positions*

If the Last Name field under Contact (Personnel) is completed, enter the daytime area code and telephone number of the personnel office contact. Do not type alpha characters, spaces, dashes, parenthesis, periods, etc.

## **Contact (Personnel) Phone - Form 2809 View (Part E) Field Description**

### **Contact (Personnel) Phone**

*System generated*

Displays the daytime area code and telephone number of the personnel office contact

## **Corrective Action (Code) - Field Description**

### **Corrective Action**

*System generated*

Displays the code that identifies the carrier's response to the reconciliation action code displayed in the Reconciliation Action field

A short description is displayed next to the code. To view a detailed explanation of the carrier's corrective action response code, select **Explain** or see ***Carrier Corrective Action Response Codes Table*** (on page 259).



## Corrective Action - Field Description

### Corrective Action

*System generated*

Displays the carrier's response to the reconciliation action code displayed next to the Reconciliation Action field

To view a detailed explanation of the carrier's corrective action response, see ***Carrier Corrective Action Response Codes Table*** (on page 259).

## Corrective Actions % - Field Description

### Corrective Actions %

*System generated*

Displays the percentage of discrepancies/reconciliation actions validated to total corrective actions

## Corrective Actions Unvalidated - Field Description

### Corrective Actions Unvalidated

*System generated*

Displays the number of discrepancies/reconciliation actions that were not validated by the carrier

## Corrective Actions Validated - Field Description

### Corrective Actions Validated

*System generated*

Displays the number of discrepancies/reconciliation actions that were validated by the carrier

## Country (Carrier Contact) - Field Description

### Country

*System generated*

Displays the country code of the carrier contact

For a list and descriptions of country codes, see ***Country Codes Table*** (on page 263).

## Country (Carrier Plan Contact) - Field Description

### Country

*System generated*

Displays the country code of the carrier plan contact

For a list and descriptions of country codes, see ***Country Codes Table*** (on page 263)e.





---

## Country (Enrollee) - Field Description

### Country

*System generated*

Displays the enrollee's country code

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Country (Enrollee/Survivor) - Field Description

### Country

*System generated*

Displays the new country code for the enrollee or survivor annuitants's address

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Country (Payroll Office Contact) - Field Description

### Country

*System generated*

Displays the payroll office contacts's country code

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Country (Payroll Office) - Field Description

### Country

*System generated*

Displays the country code of the payroll office

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Country - (Personnel Office Contact) Field Description

### Country

*System generated*

Displays the country code for the personnel office contact

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Country - (Payroll Office Contacts Add) Field Instruction

### Country

*Optional*

Select the drop-down menu and select the country code of the payroll office.

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).



## Country - Carrier Information View Field Description

### Country

*System generated*

Displays the carrier's country code

For a list and descriptions of country codes, see ***Country Codes Table*** (on page 263).

## Country - Carrier Plan Contacts View Field Description

### Country

*System generated*

Displays the country code for the carrier plan contact

For a list and descriptions of country codes, see ***Country Codes Table*** (on page 263).

## Country - Form 2809 Add (Part A) Field Instruction

### Country

*Conditional*

Select the drop-down menu and select the country code of the payroll office. For a list and descriptions of country codes, see ***Country Codes Table*** (on page 263).

---

Note: If the State field is completed, do not complete this field. If the State field is not completed, and the address is from a country other than the United States, a country other than the United States, a country code must be entered.

---

## Country - Form 2809 Add (Part E) Field Instruction

### Country

*Conditional*

Select the drop-down menu and select the country code for the enrollee's employing, personnel, or point-of-contact office. For a list and descriptions of country codes, see ***Country Codes Table*** (on page 263).

---

Note: If the State field is completed, do not complete this field. If the State field is not completed, and the address is from a country other than the United States, a country other than the United States, a country code must be entered.

---

## Country - Form 2809 View (Part A) Field Description

### Country

*System generated*



---

Displays the country code of the enrollee

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Country - Form 2809 View (Part E) Field Description

### Country

*System generated*

Displays the country code for the employing, personnel, or point-of-contact office

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Country - Form 2810 Add (Parts B thru F) Field Instruction

### Country

*Conditional*

If (1) the “Change In Name Of Enrollee” radio button is selected, (2) the address is foreign, and (3) the country code for the enrollee or survivor annuitant’s address is different than the country code listed in Part A - Country Code, select the drop-down menu and select the new country code for the enrollee or survivor annuitant’s address. For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Country - Payroll Office Field Description

### Country

*System generated*

Displays the country code of the payroll office

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Country - Personnel Office Contacts Add Field Instruction

### Country

*Optional*

Select the drop-down menu and select the country code of the personnel office.

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Country - Personnel Office Field Description

### Country

*System generated*

Displays the country code of the personnel office

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).



## Cut Off Date - Field Description

### Cut Off Date

*System generated*

Displays the date that CLER accepts no quarterly enrollment data from carriers or payroll offices

## Date (Agency) - Field Description

### Date

*System generated*

Displays the date the authorized Agency official signed the document

## Date (Enrollee Event) - Field Description

### Date

*System generated*

Displays the date (MMDDYYYY) of the event that initiated the enrollee's action

## Date (Reconciliation) - Field Description

### Date

*System generated*

Displays the reconciliation date

## Date - Form 2809 Add (Part C and D) Field Instruction

### Date

*Conditional, numeric, eight positions*

Enter the date (MMDDYYYY) of the event that initiated the enrollee's action. If the Nature of Action in Part A is **Start** or **Change**, this field is required. If the Nature of Action in Part A is **Stop** or **Suspend**, do not complete this field.

## Date - Form 2809 View (Parts C and D) Field Description

### Date

*System generated*

Displays the date (MMDDYYYY) of the event that initiated the enrollee's action



---

## Date Due - Field Description

### Date Due

*System generated*

Displays the transmission due date (MMDDYYYY) for the reconciliation quarter

## Date of Action - Field Description

### Date of Action

*System generated*

Displays the date (MMDDYYYY) the enrollee made this election

## Date of Action - Form 2809 Add (Part E) Field Instruction

### Date of Action

*Required, numeric, eight positions*

Enter the date (MMDDYYYY) the enrollee made this election.

## Date of Action - Form 2809 View (Part E) Field Description

### Date of Action

*System generated*

Displays the date (MMDDYYYY) the enrollee made this election.

## Date of Birth (Enrollee) - Field Description

### Date of Birth

*System generated*

Displays the date of birth of the enrollee (MMDDYYYY)

## Date of Birth (Enrollee/Survivor) - Field Description

### Date of Birth

*System generated*

Displays the date of birth of the enrollee or survivor annuitant (MMDDYYYY)

## Date of Birth - Form 2809 Add (Part A) Field Instruction

### Date of Birth

*Required, numeric, eight positions*

Enter the date of birth for the enrollee (MMDDYYYY).



## Date of Birth - Form 2809 View (Part A) Field Description

### Date of Birth

*System generated*

Displays the date of birth of the enrollee

## Date of Birth - Form 2810 Add (Parts B thru F) Field Instruction

### Date of Birth

*Conditional, numeric, eight positions*

If the **Change In Name Of Enrollee** radio button is selected, type the date of birth of the enrollee or survivor annuitant (MMDDYYYY); otherwise, do not complete this field.

## Date of Birth Line 1 - Field Description

### Date of Birth Line 1

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's first family member who is enrolled/enrolling in FEHB

## Date of Birth Line 1 - Form 2809 Add (Part B) Field Instruction

### Date of Birth Line 1

*Conditional, numeric, eight positions*

If the Last Name Line 1 field is completed, enter the date of birth (MMDDYYYY) of the enrollee's first family member who is enrolled/enrolling in FEHB; otherwise, do not complete this field.

## Date of Birth Line 1 - Form 2809 View (Part B) Field Description

### Date of Birth Line 1

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's first family member who is enrolled/enrolling in FEHB

## Date of Birth Line 10 - Field Description

### Date of Birth Line 10

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's tenth family member who is enrolled/enrolling in FEHB



---

## Date of Birth Line 10 - Form 2809 Add (Part B) Field Instruction

### Date of Birth Line 10

*Conditional, numeric, eight positions*

If the Last Name Line 10 field is completed, enter the date of birth (MMDDYYYY) of the enrollee's tenth family member who is enrolled/enrolling in FEHB; otherwise, do not complete this field.

## Date of Birth Line 10 - Form 2809 View (Part B) Field Description

### Date of Birth Line 10

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's tenth family member who is enrolled/enrolling in FEHB

## Date of Birth Line 2 - Field Description

### Date of Birth Line 2

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's second family member who is enrolled/enrolling in FEHB

## Date of Birth Line 2 - Form 2809 Add (Part B) Field Instruction

### Date of Birth Line 2

*Conditional, numeric, eight positions*

If the Last Name Line 2 field is completed, enter the date of birth (MMDDYYYY) of the enrollee's second family member who is enrolled/enrolling in FEHB; otherwise, do not complete this field.

## Date of Birth Line 2 - Form 2809 View (Part B) Field Description

### Date of Birth Line 2

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's second family member who is enrolled/enrolling in FEHB

## Date of Birth Line 3 - Field Description

### Date of Birth Line 3

*System generated*



Displays the date of birth (MMDDYYYY) of the enrollee's third family member who is enrolled/enrolling in FEHB

## **Date of Birth Line 3 - Form 2809 Add (Part B) Field Instruction**

### **Date of Birth Line 3**

*Conditional, numeric, eight positions*

If the Last Name Line 3 field is completed, enter the date of birth (MMDDYYYY) of the enrollee's third family member who is enrolled/enrolling in FEHB; otherwise, do not complete this field.

## **Date of Birth Line 3 - Form 2809 View (Part B) Field Description**

### **Date of Birth Line 3**

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's third family member who is enrolled/enrolling in FEHB

## **Date of Birth Line 4 - Field Description**

### **Date of Birth Line 4**

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's fourth family member who is enrolled/enrolling in FEHB

## **Date of Birth Line 4 - Form 2809 Add (Part B) Field Instruction**

### **Date of Birth Line 4**

*Conditional, numeric, eight positions*

If the Last Name Line 4 field is completed, enter the date of birth (MMDDYYYY) of the enrollee's fourth family member who is enrolled/enrolling in FEHB; otherwise, do not complete this field.

## **Date of Birth Line 4 - Form 2809 View (Part B) Field Description**

### **Date of Birth Line 4**

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's fourth family member who is enrolled/enrolling in FEHB





---

## Date of Birth Line 5 - Field Description

### Date of Birth Line 5

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's fifth family member who is enrolled/enrolling in FEHB

## Date of Birth Line 5 - Form 2809 Add (Part B) Field Instruction

### Date of Birth Line 5

*Conditional, numeric, eight positions*

If the Last Name Line 5 field is completed, enter the date of birth (MMDDYYYY) of the enrollee's fifth family member who is enrolled/enrolling in FEHB; otherwise, do not complete this field.

## Date of Birth Line 5 - Form 2809 View (Part B) Field Description

### Date of Birth Line 5

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's fifth family member who is enrolled/enrolling in FEHB

## Date of Birth Line 6 - Field Description

### Date of Birth Line 6

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's sixth family member who is enrolled/enrolling in FEHB

## Date of Birth Line 6 - Form 2809 Add (Part B) Field Instruction

### Date of Birth Line 6

*Conditional, numeric, eight positions*

If the Last Name Line 6 field is completed, enter the date of birth (MMDDYYYY) of the enrollee's sixth family member who is enrolled/enrolling in FEHB; otherwise, do not complete this field.

## Date of Birth Line 6 - Form 2809 View (Part B) Field Description

### Date of Birth Line 6

*System generated*



Displays the date of birth (MMDDYYYY) of the enrollee's sixth family member who is enrolled/enrolling in FEHB

## **Date of Birth Line 7 - Field Description**

### **Date of Birth Line 7**

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's seventh family member who is enrolled/enrolling in FEHB

## **Date of Birth Line 7 - Form 2809 Add (Part B) Field Instruction**

### **Date of Birth Line 7**

*Conditional, numeric, eight positions*

If the Last Name Line 7 field is completed, enter the date of birth (MMDDYYYY) of the enrollee's seventh family member who is enrolled/enrolling in FEHB; otherwise, do not complete this field.

## **Date of Birth Line 7 - Form 2809 View (Part B) Field Description**

### **Date of Birth Line 7**

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's seventh family member who is enrolled/enrolling in FEHB

## **Date of Birth Line 8 - Field Description**

### **Date of Birth Line 8**

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's eighth family member who is enrolled/enrolling in FEHB

## **Date of Birth Line 8 - Form 2809 Add (Part B) Field Instruction**

### **Date of Birth Line 8**

*Conditional, numeric, eight positions*

If the Last Name Line 8 field is completed, enter the date of birth (MMDDYYYY) of the enrollee's eighth family member who is enrolled/enrolling in FEHB; otherwise, do not complete this field.



---

## Date of Birth Line 8 - Form 2809 View (Part B) Field Description

### Date of Birth Line 8

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's eighth family member who is enrolled/enrolling in FEHB

## Date of Birth Line 9 - Field Description

### Date of Birth Line 9

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's ninth family member who is enrolled/enrolling in FEHB

## Date of Birth Line 9 - Form 2809 Add (Part B) Field Instruction

### Date of Birth Line 9

*Conditional, numeric, eight positions*

If the Last Name Line 9 field is completed, enter the date of birth (MMDDYYYY) of the enrollee's ninth family member who is enrolled/enrolling in FEHB; otherwise, do not complete this field.

## Date of Birth Line 9 - Form 2809 View (Part B) Field Description

### Date of Birth Line 9

*System generated*

Displays the date of birth (MMDDYYYY) of the enrollee's ninth family member who is enrolled/enrolling in FEHB

## Date of Death - Field Description

### Date of Death

*System generated*

Displays the date of death of the deceased enrollee (MMDDYYYY)

## Date of Death - Form 2810 Add (Parts G and H) Field Instruction

### Date of Death

*Conditional, numeric, eight positions*

If the enrollee is deceased, type the enrollee's date of death (MMDDYYYY); otherwise, do not complete this field.



## **Date Processed - (Processed Run) Field Description**

### **Date Processed**

*System generated*

Displays the current system date when the process was run

## **Date Processed - (Record Processed) Field Description**

### **Date Processed**

*System generated*

Displays the date the record was processed

## **Date Processed - Field Description**

### **Date Processed**

*System generated*

Displays the current system date when the process was run

## **Date Processed - Payroll Office Enrollees Reconcile Field Description**

### **Date Processed**

*System generated*

Displays the date the record was processed

## **Date Processed - Payroll Office Enrollees Validate Field Description**

### **Date Processed**

*System generated*

Displays the date the record was processed

## **Date Received - Field Description**

### **Date Received**

*System generated*

Displays the date (MMDDYYYY) the Agency received the original Standard Form 2809, Health Benefits Election Form

## **Date Received - Form 2809 Add (Part E) Field Instruction**

### **Date Received**



---

*Required, numeric, eight positions*

Enter the date (MMDDYYYY) the Agency received the original Form 2809.

## **Date Received - Form 2809 View (Part E) Field Description**

### **Date Received**

*System generated*

Displays the date (MMDDYYYY) the Agency received the original Form 2809

## **Deceased Annuitant SSN - (Payroll Office Enrollees Validate) Field Description**

### **Deceased Annuitant SSN**

*System generated*

Displays the SSN of the deceased annuitant enrollee

## **Deceased Annuitant SSN - Field Description**

### **Deceased Annuitant SSN**

*System generated*

Displays the annuitant enrollee's SSN

## **Deceased Annuitant SSN - Field Description**

### **Deceased Annuitant SSN**

*System generated*

Displays the deceased annuitant enrollee's SSN

## **Description - (Code) Field Description**

### **Description**

*System generated*

Displays the descriptive text that corresponds to the code

## **Description - (Enrollment) Field Description**

### **Description**

*System generated*

Displays the descriptive text regarding the enrollment record



## Discrepancies # - Field Description

### Discrepancies #

*System generated*

Displays the number of discrepancies

## Discrepancies % - Field Description

### Discrepancies %

*System generated*

Displays the percentage of reconciled discrepancies to reported discrepancies

## Discrepancies - Check Mark Field Description

### Discrepancies

*System generated*

Displays the code that identifies an error or warning

For lists and descriptions of error and warning codes, see *Discrepancy Codes Table* (on page 249) and *Warning Codes Table* (on page 251).

---

Note: Check marks are displayed next to discrepancy codes that have been addressed by Agencies and carriers. Red check marks are displayed next to discrepancies that Agencies addressed by selecting the appropriate reconciliation action and reason codes on the Payroll Office Enrollees Reconcile page. Green check marks are displayed next to discrepancies that carriers addressed by selecting the appropriate corrective action code on the Carrier Enrollees Validate page. To display the most current check marks, select **Refresh** at the top of the Payroll Office Enrollees Search Results page.

---

## Discrepancies - Field Description

### Discrepancies

*System generated*

Displays the code that identifies an error or warning

For lists and descriptions of error and warning codes, see *Discrepancy Codes Table* (on page 249) and *Warning Codes Table* (on page 251).

## Discrepancies - Field Description

### Discrepancies

*System generated*

Displays a code that identifies an error or warning

For lists and descriptions of error and warning codes, see *Discrepancy Codes Table* (on page 249) and *Warning Codes Table* (on page 251).



---

Note: Check marks are displayed next to discrepancy codes that have been addressed by Agencies and carriers. Red check marks are displayed next to discrepancies that Agencies addressed by selecting the appropriate reconciliation action and reason codes on the Payroll Office Enrollees Reconcile page. Green check marks are displayed next to discrepancies that have been addressed by carriers. To display the most current check marks, select **Refresh** at the top of the Payroll Office Enrollees Search Results page.

---

## Discrepancies Recon - Field Description

### Discrepancies Recon

*System generated*

Displays the number of reconciled discrepancies

## Discrepancy - (Carrier Enrollees View) Field Description

### Discrepancy

*System generated*

Displays Discrepancy Code **160**

A short description is displayed next to the code. For a detailed explanation of the discrepancy code, see **Discrepancy Codes Table** (on page 249).

## Discrepancy - (Explain/Duplicate - Code 165 or 167) Field Description

### Discrepancy

*System generated*

Displays the discrepancy code that identifies an error or warning

A short description is displayed next to the code. To view a detailed explanation of the discrepancy code, select **Explain** or see **Discrepancy Codes Table** (on page 249). If Discrepancy Code 165 or 167 is displayed in the the Discrepancy field, the **Duplicate** button is also displayed. Select **Duplicate** to display the duplicate payroll office enrollee record for this enrollee record.

## Discrepancy - (Explain/Duplicate - Code 166) Field Description

### Discrepancy

*System generated*

Displays the discrepancy code that identifies an error or warning

A short description is displayed next to the code. To view a detailed explanation of the discrepancy code, select **Explain** or see **Discrepancy Codes Table** (on page 249). If Discrepancy Code **166** is displayed in the the Discrepancy field, the **Duplicate** button is also displayed. Select **Duplicate** to display the duplicate payroll office enrollee record for this enrollee record.



## Discrepancy - (with description) Field Description

### Discrepancy

*System-generated*

Displays an error or warning. A short description is displayed next to the code

To view a detailed explanation of the discrepancy code, select **Explain** or see **Discrepancy Codes Table** (on page 249) and **Warning Codes Table** (on page 251).

## Discrepancy - Field Description

### Discrepancy

*System generated*

Displays a code that identifies an error or warning

For lists and descriptions of error and warning codes, see **Discrepancy Codes Table** (on page 249) and **Warning Codes Table** (on page 251). If the code is **165** or **167** is displayed in the discrepancy field, select **Duplicate** to display the duplicate payroll office enrollee record for this enrollee record.

## Display - (All Codes) Field Instruction

### Display

*Optional, default*

Defaults to the **All** display option

To choose another type of option, select the radio button next to one of the following options:

**All** - Displays all codes.

**Discrepancies** - Displays all discrepancy codes.

**Warnings** - Displays all warning codes.

**Reconciliation Reason** - Displays all reconciliation reason codes.

**Reconciliation Action** - Displays all reconciliation action codes.

**Corrective Action** - Displays all corrective action response codes.

**System** - Displays all system codes.

## Display - (All Records) Field Instruction

### Display

*Optional, default*

Defaults to the **All Records** display option

To choose another type of option, select the radio button next to one of the following options:

**All Records** - Displays all records related to the search criteria

**Matches** - Displays all matched records related to the search criteria

**No Matches** - Displays records with no matches related to the search criteria

No matches are discrepancies where the carrier record is not found.

**Discrepancies** - Displays all records with discrepancies related to the search criteria





---

**Warnings** - Displays all records with warnings related to the search criteria

**Unreconciled** - Displays all records with unreconciled discrepancies related to the search criteria  
Unreconciled discrepancies are discrepancies where the payroll office has not entered a reconciliation reason or reconciliation action code.

**Reconciled** - Displays all records with reconciled discrepancies related to the search criteria

**Confirmed** - Displays all records with confirmed discrepancies related to the search criteria  
Confirmed discrepancies are discrepancies where the carrier is in agreement with the payroll office's reconciliation reason and reconciliation action.

**Disputed** - Displays all records with disputed discrepancies related to the search criteria  
Disputed discrepancies are discrepancies where the carrier is not in agreement with the payroll office's reconciliation reason and reconciliation action.

**Not Validated** - Displays all records with discrepancies that are not validated

Not validated discrepancies are discrepancies that the carrier has not yet agreed that the Agency's reconciliation reason and actions are correct.

## Display - (All) Field Instruction

### Display

*Optional, default*

Defaults to the **All** display option

To choose another type of option, select the radio button next to one of the following options:

**All** - Displays all records related to the search criteria

**Released** - Displays all records released for processing

**Cancelled** - Displays all records that were cancelled before being processed

**Not Released** - Displays all records not released for processing

**Processed** - Displays all processed records

## Display - (Carrier Code) Field Instruction

### Display

*Optional default*

Defaults to the **All** display option

Allows users to display search results by the options listed below

To choose a display option, select the radio button next to one of the following menu options:

**All** - Displays all contacts for the carrier code and type code entered

**Active** - Displays active contacts for the carrier code and type code entered

**Inactive** - Displays inactive contacts for the carrier code and type code entered

## Display - (Carrier ID) Field Instruction

### Display

*Optional, default*

Defaults to the **All** display option

Allows users to display search results by the options listed below.



To choose a display option, select the radio button next to one of the following menu options:

**All** - Displays all contacts for the carrier ID and type code entered

**Active** - Displays active contacts for the carrier ID and type code entered

**Inactive** - Displays inactive contacts for the carrier ID and type code entered

## Display - (Form 2809 - All) Field Instruction

### Display

*Optional, default*

Defaults to the **All** display option

Allows users to display search results by the options listed below.

To choose a display option, select the radio button next to one of the following menu options:

**All** - Displays all records related to the search criteria

**Released** - Displays all records release for processing

**Cancelled** - Displays records that have been cancelled

**Not Released** - Displays records not released for processing

**Processed** - Displays processed records

## Display - (Payroll Office Contact) Field Instruction

### Display

*Optional, default*

Defaults to the **All** display option

Allows users to display search results by the options listed below.

To choose a display option, select the radio button next to one of the following menu options:

**All** - Displays all contacts for the payroll office ID and type code entered

**Active** - Displays active contacts for the payroll office ID and type code entered

**Inactive** - Displays inactive contacts for the payroll office ID and type code entered

## Display - (Payroll Office Errors Search Results) Field Instruction

### Display

*Optional, default*

Defaults to the **All Records** display option if no display option is selected

Allows users to display search results by the options listed below

To choose a display option, select the radio button next to one of the following menu options:

**All Records** - Displays all records related to the search criteria.

**Matches** - Displays all matched records related to the search criteria.

**No Matches** - Displays records with no matches related to the search criteria. No matches are discrepancies where the carrier record is not found.

**Discrepancies** - Displays all records with discrepancies related to the search criteria.

**Warnings** - Displays all records with warnings related to the search criteria.



**Unreconciled** - Displays all records with unreconciled discrepancies related to the search criteria. Unreconciled discrepancies are discrepancies where the payroll office has not entered a reconciliation reason or reconciliation action code.

**Reconciled** - Displays all records with reconciled discrepancies related to the search criteria.

**Confirmed** - Displays all records with confirmed discrepancies related to the search criteria. Confirmed discrepancies are discrepancies where the carrier is in agreement with the payroll's office reconciliation reason and reconciliation action.

**Disputed** - Displays all records with disputed discrepancies related to the search criteria. Disputed discrepancies are discrepancies where the carrier is not in agreement with the payroll office's reconciliation reason and reconciliation action.

**Not Validated** - Displays all records with discrepancies that are not validated. Not Validated discrepancies are discrepancies that the carrier has not yet agreed that the Agency's reconciliation reason and actions are correct.

## Display - (Personnel Office Contact) Field Instruction

### Display

*Optional, default*

Defaults to the **All** display option

Allows users to display search results by the options listed below

To choose a display option, select the radio button next to one of the following menu options:

**All** - Displays all contacts for the payroll office ID, personnel office ID, and type code entered

**Active** - Displays active contacts for the payroll office ID, personnel office ID, and type code entered

**Inactive** - Displays inactive contacts for the payroll office ID, personnel office ID, and type code entered

## Display - (System Codes) Field Instruction

### Display

*Optional, default*

Defaults to **All** display

This field allows users to display search results by the options listed below.

To choose a display option, select the radio button next to one of the following values:

**All** - Displays all codes.

**Discrepancy** - Displays all discrepancy codes.

**Warning** - Displays all warning codes.

**Reconciliation Reason** - Displays all reconciliation reason codes.

**Reconciliation Action** - Displays all reconciliation action codes.

**Corrective Action** - Displays all corrective action response codes.

**System** - Displays all system codes.



## Display - Field Instruction

### Display

*Optional, default*

Defaults to the **All** display option

To choose another type of search results display, select the radio button next to one of the following options:

**All** - Displays all records related to the search criteria

**Unreconciled** - Displays all records with unreconciled discrepancies related to the search criteria

**Errors** - Displays all records with errors related to the search criteria

**Warnings** - Displays all records with warnings related to the search criteria

**Reconciled** - Displays all records with reconciled discrepancies related to the search criteria

**Matches** - Displays all records that match to the search criteria

**Not Validated** - Displays all records with discrepancies that are not validated

## Display - Payroll Office Contact Field Instruction

### Display

*Optional, default*

Defaults to the **All** display option

Allows users to display search results by the options listed below

To choose a display option, select the radio button next to one of the following menu options:

**All** - Displays all contacts for the payroll office ID and type code entered

**Active** - Displays active contacts for the payroll office ID and type code entered

**Inactive** - Displays inactive contacts for the payroll office ID and type code entered

## Display Total Payment Amounts - (Report 13) Field Instruction

### Display Total Payment Amounts

Or

### Display Payment Amounts for Enrollee

*Optional, default*

Defaults to the **Display Total Payment Amounts** menu option, which displays the total payment amounts. To display the payment amounts for enrollees, select the radio button next to the menu option **Display Payment Amounts for Enrollees**.

## Disputed Errors - Field Description

### Disputed Errors

*System generated*

Displays the count of errors that have reconciliation reason and action code entered that indicate the carrier is at fault and the carrier disputes the claim



---

## **Eff. Date - (Carrier) Field Description**

### **Eff. Date**

*System generated*

Displays the enrollment effective date (MMDDYYYY) submitted by the carrier

## **Eff. Date - (Payroll) Field Description**

### **Eff. Date**

*System generated*

Displays the enrollment effective date (MMDDYYYY) submitted by the payroll office

## **Effective Date - (Action) Field Description**

### **Effective Date**

*System generated*

Displays the date (MMDDYYYY) the requested actions goes into effect

## **Effective Date - (Enrollment) Field Description**

### **Effective Date**

*System generated*

Displays the effective date of the enrollment

## **Effective Date - Field Description**

### **Effective Date**

*System generated*

Displays the effective date of the enrollment

## **Effective Date - Form 2809 View (Part E) Field Description**

Effective Date

*System generated*

Displays the date MMDDYYYY the requested action goes into effect

## **Effective Date of Coverage - Field Description**

### **Effective Date of Coverage**

*System generated*



Displays the effective date of the enrollment

## **Email - (Carrier Contact) Field Description**

### **Email**

*System generated*

Displays the email address of the carrier contact

## **Email - (Carrier Plan Contact) Field Description**

### **Email**

*System generated*

Displays the email address of the carrier plan contact

## **Email - (Personnel Office Contact) Field Description**

### **Email**

*System generated*

Displays the email address of the personnel office contact

## **Email - (Personnel Office Contact) Field Description**

### **Email**

*System generated*

Displays the email address of the personnel office contact

## **Email Address - (Carrier Contact) Field Description**

### **Email Address**

*System generated*

Displays the email address of the carrier contact

## **Email Address - (Carrier Plan Contact) Field Description**

### **Email Address**

*System generated*

Displays the email address of the carrier plan contact



---

## Email Address - (Payroll Office Contact) Field Description

### Email Address

*System generated*

Displays the email address of the payroll office contact

## Email Address - (Payroll Office Contacts Add) Field Instruction

### Email Address

*Optional, alphanumeric, 60 positions maximum*

Enter the email address of the payroll office contact

## Email Address - (Personnel Office Contact) Field Description

### Email Address

*System generated*

Displays the email address of the personnel office contact

## Email Address - (Personnel Office Contact) Field Description

### Email Address

*System generated*

Displays the email address of the personnel office contact

## Email Address - (Personnel Office Contacts Add) Field Instruction

### Email Address

*Optional, alphanumeric, 60 positions maximum*

Enter the email address of the personnel office contact.

## Email Date - Field Description

### Email Date

*System generated*

Displays the date the last email was sent to this submitter as a reminder to send a transmission for the current reconciliation quarter

## Email Date - Field Description

### Email Date

*System generated*



Displays the date the last email was sent to this submitter as a reminder to send a transmission for the current reconciliation quarter

## Email Time - Field Description

### Email Time

*System generated*

Displays the time the last email was sent to this submitter as a reminder to send a transmission for the current reconciliation quarter

## Email Time - Field Description

### Email Time

*System generated*

Displays the time the last email was sent to this submitter as a reminder to send a transmission for the current reconciliation quarter

## Employee/Annuitant Indicator - Field Description

### Employee/Annuitant Indicator

*System generated*

Displays the employee/annuitant indicator: **Interim**, **Regular** or **Suspend**

## Employee/Annuitant Indicator - Field Instruction

### Employee/Annuitant Indicator

*Optional*

Select the drop-down menu and select the employee/annuitant indicator: **Interim**, **Regular** or **Suspend**.

## End Date - (Carrier Enrollment Code) Field Description

### End Date

*System generated*

Displays the last date the carrier enrollment code will be valid

## End Date - (Carrier Plan) Field Description

### End Date

*System generated*





---

Displays the last date (MMDDYYYY) the carrier plan will be valid  
If the date is not known, 12/31/9999 is displayed.

## **End Date - (Carrier) Field Description**

### **End Date**

*System generated*

Displays the last date the carrier will be valid

## **End Date - (Payroll Office) Field Description**

### **End Date**

*System generated*

Displays the last date the payroll office will be valid

## **End Date - (Payroll Office) Field Description**

### **End Date**

*System generated*

Displays the last date the payroll office will be valid

## **Enrolled in a Medicare Managed Care Plan - Field Description**

### **Enrolled in a Medicare Managed Care Plan**

*System generated*

Selected radio button indicates the enrollee who is suspending his/her FEHB enrollment because he/she will be covered by a Medicare Managed Care Plan (MMCP) or Tricare-For-Life plan.

## **Enrollee SSN - Field Description**

### **Enrollee SSN**

*System generated*

Displays the SSN or pseudo SSN of the enrollee

## **Enrollees (Left/Drop) - Field Description**

### **Enrollees (Left/Drop)**

*System generated*

Displays the number of dropped enrollees



## **Enrollees (New/Add) - Field Description**

### **Enrollees (New/Add)**

*System generated*

Displays the number of new or added enrollees

## **Enrollees - Field Description**

### **Enrollees**

*System generated*

Displays the number of enrollee records that meet the criteria entered on the Reconciliation

Summary page

## **Enrollment Changes % - (Added) Field Description**

### **Enrollment Changes %**

*System generated*

Displays the percent of enrollment changes that were added

## **Enrollment Changes % - (Dropped) Field Description**

### **Enrollment Changes %**

*System generated*

Displays the percent of enrollment changes that were dropped

## **Enrollment Changes Added - Field Description**

### **Enrollment Change Added**

*System generated*

Displays the number of enrollment changes that were added

## **Enrollment Changes Dropped - Field Description**

### **Enrollment Changes Dropped**

*System generated*

Displays the number of enrollment changes that were dropped

## **Enrollment Code - (Plan and Option) Field Description**

### **Enrollment Code**



---

*System generated*

Displays the enrollment code, which consists of the plan and option codes

## **Enrollment Code - Field Description**

**Enrollment Code**

*System generated*

Displays the enrollment code

## **Enrollment Code - Field Description**

**Enrollment Code**

*System generated*

Displays the enrollment code

## **Enrollment Code - Field Instruction**

**Enrollment Code**

*Optional*

Select the drop-down menu and select the enrollment code

## **Enrollment Code - Field Instruction**

**Enrollment Code**

*Optional, alphanumeric, three positions*

Enter the enrollment code.

## **Enrollment Code - Field Instruction**

**Enrollment Code**

*Optional, alphanumeric, three positions*

Enter the enrollment code.

## **Enrollment ID - Field Description**

**Enrollment ID**

*System generated*

Displays the SSN of the deceased annuitant



## Error Code - (Select) Field Instruction

### Error Code

#### *Optional*

Select the applicable error code from the list. For a list descriptions of error codes, see *Discrepancy Codes Table* (on page 249).

## Error Code - Field Instruction

### Error Code

#### *Optional*

Select the arrows to locate the applicable error code on the list and select the code. For a list and descriptions of error codes, see *Discrepancy Codes Table* (on page 249).

## Error Code - Field Instruction

### Error Code

#### *Optional*

Select the applicable error code from the list. For a list and descriptions of error codes, see *Discrepancy Codes Table* (on page 249).

## Error Threshold - (Carrier) Field Description

### Error Threshold

#### *System generated*

Displays the number or percentage of errors permitted for the carrier before a transmission file is rejected

## Error Threshold - (Payroll Office) Field Description

### Error Threshold

#### *System generated*

Displays the number or percentage of errors permitted for the payroll office before a transmission file is rejected

## Error Threshold - (Payroll Office) Field Description

### Error Threshold

#### *System generated*

Displays the number or percentage of errors permitted for the payroll office before a transmission file is rejected



---

## Errors - Field Description

### Errors

*System generated*

Displays the sum of error codes displayed in the Discrepancy field

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## Errors Reconciled - Field Description

### Errors Reconciled

*System generated*

Displays the count of errors that have reconciliation reason and action code entered

## Event That Permits Change - Field Description

### Event That Permits Change

*System generated*

Displays the FEHB Event Code that identifies the event that initiated the enrollee's action. Refer to SF 2809 or OPM 2809 for a list of Event Codes

## Explanation - Field Description

### Explanation

*System generated*

Displays the detailed explanation of the code

## Fail Count - (Initial Edit) Field Description

### Fail Count

*System generated*

Displays the number of times the initial discrepancy has been identified and reported

## Fail Count - (Quarterly Edit) Field Description

### Fail Count

*System generated*

Displays the number of times this record has failed the quarterly edit process



## Fail Count - Field Description

### Fail Count

*System generated*

Displays the number of times this record has failed the quarterly edit process

## Fail Count From - Field Instruction

### Fail Count From

*Optional, numeric, three positions maximum*

Enter a specific fail count number to search for enrollee records by a specific fail count number.

**OR**

Enter the number that starts the range of fail count numbers to search for enrollee records by a range of fail count numbers, then proceed to the To field.

## Fail Count To - Field Instruction

### Fail Count To

*Optional, numeric, three positions maximum*

Enter the number that was entered in the From field, to search enrollee records by a specific fail count number.

**OR**

Enter the number that ends the range of fail count numbers to search for enrollee records by a range of fail count numbers.

## Fax Number - (Carrier Contact) Field Description

### Fax Number

*System generated*

Displays the fax number of the carrier contact

## Fax Number - (Carrier Plan Contact) Field Description

### Fax Number

*System generated*

Displays the fax number of the carrier plan contact



---

## **Fax Number - (Payroll Office Contact) Field Description**

### **Fax Number**

*System generated*

Displays the fax number of the payroll office contact

## **Fax Number - (Payroll Office Contacts Add) Field Instruction**

### **Fax Number**

*Optional, alphanumeric, 25 positions maximum*

Enter the fax number of the payroll office contact.

## **Fax Number - (Personnel Office Contact) Field Description**

### **Fax Number**

*System generated*

Displays the fax number of the personnel office contact

## **Fax Number - (Personnel Office Contacts Add) Field Instruction**

### **Fax Number**

*Optional, numeric, 25 positions maximum*

Enter the fax number of the personnel office contact.

## **First Name - (12 positions) Field Instruction**

### **First Name**

*Optional, alphanumeric, 12 positions maximum*

Enter the first name of the enrollee.

## **First Name - (17 positions) Field Instruction**

### **First Name**

*Optional, alphanumeric, 17 positions maximum*

Enter the first name of the enrollee.

## **First Name - (Enrollee New/Survivor) Field Description**

### **First Name**

*System generated*



Displays the enrollee's new first name or the first name of the new survivor annuitant, as applicable

## **First Name - Enrollee Field Description**

### **First Name**

*System generated*

Displays the first name of the enrollee

## **First Name - Enrollee Field Instruction**

### **First Name**

*Optional, alphanumeric, 12 positions maximum*

Enter the first name of the enrollee.

## **First Name Line 1 - Field Description**

### **First Name Line 1**

*System generated*

Displays the first name of the enrollee's first family member who is enrolled/enrolling in FEHB

## **First Name Line 10 - Field Description**

### **First Name Line 10**

*System generated*

Displays the first name of the enrollee's tenth family member who is enrolled/enrolling in FEHB

## **First Name Line 2 - Field Description**

### **First Name Line 2**

*System generated*

Displays the first name of the enrollee's second family member who is enrolled/enrolling in FEHB

## **First Name Line 3 - Field Description**

### **First Name Line 3**

*System generated*

Displays the first name of the enrollee's third family member who is enrolled/enrolling in FEHB





---

## First Name Line 4 - Field Description

### First Name Line 4

*System generated*

Displays the first name of the enrollee's fourth family member who is enrolled/enrolling in FEHB

## First Name Line 5 - Field Description

### First Name Line 5

*System generated*

Displays the first name of the enrollee's fifth family member who is enrolled/enrolling in FEHB

## First Name Line 5 - Form 2809 Add (Part B) Field Instruction

### First Name Line 5

*Conditional, alphanumeric, 17 positions maximum*

If the Last Name Line 5 field is completed, enter the first name of the enrollee's fifth family member who is enrolled/enrolling in FEHB; otherwise, do not complete this field.

## First Name Line 6 - Field Description

### First Name Line 6

*System generated*

Displays the first name of the enrollee's sixth family member who is enrolled/enrolling in FEHB

## First Name Line 7 - Field Description

### First Name Line 7

*System generated*

Displays the first name of the enrollee's seventh family member who is enrolled/enrolling in FEHB

## First Name Line 8 - Field Description

### First Name Line 8

*System generated*

Displays the first name of the enrollee's eighth family member who is enrolled/enrolling in FEHB



## First Name Line 9 - Field Description

### First Name Line 9

*System generated*

Displays the first name of the enrollee's ninth family member who is enrolled/enrolling in FEHB

## Foreign Country (Carrier Plan Contact) - Field Description

### Foreign Country

*System generated*

Displays the country code of the carrier plan contact

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Foreign Country - (Agency) Form 2810 View Part H Field Description

### Foreign Country

*System generated*

Displays the country code of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Foreign Country - (Carrier Contact) Field Description

### Foreign Country

*System generated*

Displays the country code of the carrier contact

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Foreign Country - (Carrier) Field Description

### Foreign Country

*System generated*

Displays the country code of the carrier

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Foreign Country - (Enrollee Point of Contact) Field Description

### Foreign Country

*System generated*

Displays the country code for the enrollee's employing, personnel, or point-of-contact office

For a list and descriptions of country codes, see *Country Codes Table* (on page 263).



---

## Foreign Country - (Enrollee/Survivor) Field Description

### **Foreign Country**

*System generated*

Displays the new country code for the enrollee's employing, personnel, or point-of-contact office  
For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Foreign Country - (Payroll Office) Field Description

### **Foreign Country**

*System generated*

Displays the payroll office's country code  
For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Foreign Country - (Payroll Office) Field Description

### **Foreign Country**

*System generated*

Displays the country code of the payroll office  
For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## Foreign Country - (Personnel Office) Field Description

### **Foreign Country**

*System generated*

Displays the country code of the personnel office  
For a list and descriptions of country codes, see *Country Codes Table* (on page 263).

## From (Quarter/Year - Carrier) - Field Description

### **From (Quarter/Year) Carrier**

*System generated*

Displays the carrier's code

## From (Quarter/Year - Code) - Field Description

### **From (Quarter/Year) Code**

*System generated*

Displays the enrollment code



## From (Quarter/Year) - Field Description

### From (Quarter/Year)

*System generated*

Displays the number of enrollees covered by the enrollment code displayed in the Code field during the selected quarter and year

## From - (Other ID) Field Instruction

### From

*Optional, alphanumeric, 15 positions maximum*

Enter the Other ID that begins the search range of enrollee records by Other ID.

---

Note: Retirement Services Program (RSP), the civil service annuitant (CSA) or the civil service final (CSF) identifier must be entered without the first two characters as identified below:

CSA - AXXXXXXXXXXXXXXXXX

CSF - FXXXXXXXXXXXXXXXXX

---

## Grand-Total - Field Description

### Grand-Total

*System generated*

Displays the sum of records by enrollment code and carrier

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## HB ID# - Field Description

### HB ID#

*System generated*

Displays the Social Security number (SSN) of the retiree, or in the case of a survivor annuitant, the SSN of the deceased retiree/employee

The HB identification (HB) number is the SSN of the person to whom the policy was originally issued and it will not change. The SSN field can and does change at the death of the annuitant, but the HB ID number does not.

## ID - (Payroll Office) Field Description

### ID



---

*System generated*

Displays the payroll office identification number

## **ID - Field Description**

### **ID**

*System generated*

Displays the payroll office identification number

## **Indicator - Field Description**

### **Indicator**

*System generated*

Displays the code that indicates if the transmission has been validated by the carrier

The code **Y** indicates the transmission has been validated, **C** indicates the transmission has been cancelled, and an empty field indicates the transmission has not been validated.

## **Initial - (Enrollee New/Survivor) Field Description**

### **Initial**

*System generated*

Displays the enrollee's new middle initial or the middle initial of the new survivor annuitant, as applicable

## **Initial - Field Description**

### **Initial**

*System generated*

Displays the middle name of the enrollee

## **Initial - Field Instruction**

### **Initial**

*Optional, alphanumeric, one position*

Enter the middle initial of the enrollee.

## **Initial Line 1 - Field Description**

### **Initial Line 1**

*System generated*



Displays the middle initial of the enrollee's first family member who is enrolled/enrolling in FEHB

## **Initial Line 10 - Field Description**

### **Initial Line 10**

*System generated*

Displays the middle initial of the enrollee's tenth family member who is enrolled/enrolling in FEHB

## **Initial Line 2 - Field Description**

### **Initial Line 2**

*System generated*

Displays the middle initial of the enrollee's second family member who is enrolled/enrolling in FEHB

## **Initial Line 3 - Field Description**

### **Initial Line 3**

*System generated*

Displays the middle initial of the enrollee's third family member who is enrolled/enrolling in FEHB

## **Initial Line 4 - Field Description**

### **Initial Line 4**

*System generated*

Displays the middle initial of the enrollee's fourth family member who is enrolled/enrolling in FEHB

## **Initial Line 5 - Field Description**

### **Initial Line 5**

*System generated*

Displays the middle initial of the enrollee's fifth family member who is enrolled/enrolling in FEHB



---

## Initial Line 6 - Field Description

### **Initial Line 6**

*System generated*

Displays the middle initial of the enrollee's sixth family member who is enrolled/enrolling in FEHB

## Initial Line 7 - Field Description

### **Initial Line 7**

*System generated*

Displays the middle initial of the enrollee's seventh family member who is enrolled/enrolling in FEHB

## Initial Line 8 - Field Description

### **Initial Line 8**

*System generated*

Displays the middle initial of the enrollee's eighth family member who is enrolled/enrolling in FEHB

## Initial Line 9 - Field Description

### **Initial Line 9**

*System generated*

Displays the middle initial of the enrollee's ninth family member who is enrolled/enrolling in FEHB

## Last Carrier Update Date - Field Description

### **Last Carrier Update Date**

*System generated*

Displays the date of the most recent change

## Last Carrier Update ID - Field Description

### **Last Carrier Update ID**

*System generated*

Displays the user identification number of the carrier representative who made the most recent change to the record



## **Last Carrier Update Time - Field Description**

### **Last Carrier Update Time**

*System generated*

Displays the time of the most recent change

## **Last Changed Date - (Payroll Office) Field Description**

### **Last Changed Date**

*System generated*

Displays the date of the most recent change

## **Last Changed Date - Field Description**

### **Last Changed Date**

*System generated*

Displays the date of the most recent change

## **Last Changed ID - (Payroll Office) Field Description**

### **Last Changed ID**

*System generated*

Displays the user identification number of the individual who made the most recent change to the record

## **Last Changed ID - Field Instructions**

### **Last Changed ID**

*System generated*

Displays the user identification number of the individual who made the most recent change to the record

## **Last Changed Time - (Payroll Office) Field Description**

### **Last Changed Time**

*System generated*

Displays the time of the most recent change





---

## Last Changed Time - Field Description

### Last Changed Time

*System generated*

Displays the time of the most recent change

## Last Name - (Enrollee/Survivor) Field Description

### Last Name

*System generated*

Displays the enrollee's new last name or the last name of the new survivor annuitant, as applicable

## Last Name - Enrollee Field Description

### Last Name

*System generated*

Displays the last name of the enrollee

## Last Name - Enrollee Field Instruction

### Last Name

*Optional, alphanumeric, 25 positions maximum*

Enter the last name of the enrollee.

---

Note: If the enrollee has a title (e.g., Jr, Sr, I, II, or III) it should be entered after the last name without punctuation.

---

**OR**

---

If the enrollee has only one name, enter that name in this field.

---

## Last Name - Field Instruction

### Last Name

*Optional, alphanumeric, 25 positions maximum*

Enter the enrollee's last name.

---

Note: If the enrollee has a title (e.g., Jr, Sr, I, II, or III) it should be entered after the last name without punctuation.

---



**OR**

---

If the enrollee has only one name, enter that one name in this field.

---

## **Last Name Line 1 - Field Description**

### **Last Name Line 1**

*System generated*

Displays the last name of the enrollee's first family member who is enrolled/enrolling in FEHB

## **Last Name Line 10 - Field Description**

### **Last Name Line 10**

*System generated*

Displays the last name of the enrollee's tenth family member who is enrolled/enrolling in FEHB

## **Last Name Line 2 - Field Description**

### **Last Name Line 2**

*System generated*

Displays the last name of the enrollee's second family member who is enrolled/enrolling in FEHB

## **Last Name Line 3 - Field Instructions**

### **Last Name Line 3**

*System generated*

Displays the last name of the enrollee's third family member who is enrolled/enrolling in FEHB

## **Last Name Line 4 - Field Description**

### **Last Name Line 4**

*System generated*

Displays the last name of the enrollee's fourth family member who is enrolled/enrolling in FEHB

## **Last Name Line 5 - Field Description**

### **Last Name Line 5**

*System generated*

Displays the last name of the enrollee's fifth family member who is enrolled/enrolling in FEHB



---

## **Last Name Line 6 - Field Description**

### **Last Name Line 6**

*System generated*

Displays the last name of the enrollee's sixth family member who is enrolled/enrolling in FEHB

## **Last Name Line 7 - Field Description**

### **Last Name Line 7**

*System generated*

Displays the last name of the enrollee's seventh family member who is enrolled/enrolling in FEHB

## **Last Name Line 8 - Field Description**

### **Last Name Line 8**

*System generated*

Displays the last name of the enrollee's eighth family member who is enrolled/enrolling in FEHB

## **Last Name Line 9 - Field Description**

### **Last Name Line 9**

*System generated*

Displays the last name of the enrollee's ninth family member who is enrolled/enrolling in FEHB

## **Last Payroll Update Date - Field Description**

### **Last Payroll Update Date**

*System generated*

Displays the date of the most recent change

## **Last Payroll Update ID - Field Description**

### **Last Payroll Update ID**

*System generated*

Displays the user identification number of the payroll office representative who made the most recent change to the record

## **Last Payroll Update Time - Field Description**

### **Last Payroll Update Time**



*System generated*

Displays the time of the most recent change

## **Last Validate Date - Field Description**

**Last Validate Date**

*System generated*

Displays the date of transmission was last validated

## **Last Validate ID - Field Description**

**Last Validate ID**

*System generated*

Displays the user identification number of the person who last validated the transmission

## **Last Validate Time - Field Description**

**Last Validate Time**

*System generated*

Displays the time the transmission was last validated

## **Married - (Enrollee) Field Description**

**Married**

*System generated*

Selected radio button indicates the following value:

**Y** - Enrollee is married

**N** - Enrollee is single

## **Match - Field Description**

**Match**

*System generated*

Displays the number of matching records that meet the criteria entered on the Reconciliation Summary page

## **Medicare Spouse - Field Description**

**Medicare Spouse**

*System generated*



---

Selected check box indicates one of the following values:

**A** - Enrollee's spouse who is enrolled/enrolling in FEHB is covered by Medicare Part A

**B** - Enrollee's spouse who is enrolled/enrolling in FEHB is covered by Medicare Part B

## Medicare You - Field Description

### Medicare You

*System generated*

Selected check box indicates one of the following values:

**A** - Enrollee or enrollee's family member who is enrolled/enrolling in FEHB is covered by Medicare Part A

**B** - Enrollee or enrollee's family member who is enrolled/enrolling in FEHB is covered by Medicare Part B

## Middle Name - Enrollee Field Description

### Middle Name

*System generated*

Displays the middle name or initial of the enrollee

## Middle Name - Enrollee Field Instruction

### Middle Name

*Optional, alphanumeric, 12 positions maximum*

Enter the middle name of the enrollee.

## Middle Name - Field Instruction

### Middle Name

*Optional, alphanumeric, 12 positions maximum*

Enter the middle name of the enrollee.

## Name - (Carrier Contact) Field Description

### Name

*System generated*

Displays the name of the carrier contact

## Name - (Carrier) Field Instruction

### Name



*Optional, alphanumeric, 40 positions*  
Enter the name of the carrier.

## **Name - (Payroll Office) Field Description**

**Name**  
*System generated*  
Displays the name of the payroll office

## **Name - (Payroll Office) Field Instruction**

**Name**  
*Optional, alphanumeric, 40 positions*  
Enter the name of the payroll office.

## **Name - (Payroll Office) Field Instruction**

**Name**  
*Optional, alphanumeric, 40 positions*  
Enter the name of the payroll office.

## **Name - Carrier Enrollment Codes Search Results Field Description**

**Name**  
*System generated*  
Displays the name of the carrier

## **Name - Carrier Field Description**

**Name**  
*System generated*  
Displays the name of the carrier

## **Name - Carrier Plan Contact Field Description**

**Name**  
*System generated*  
Displays the name of the carrier plan contact



---

## **Name - Carrier Plan Contact Field Description**

### **Name**

*System generated*

Displays the name of the carrier plan contact

## **Name - Carrier Plan Contacts Search Results Field Description**

### **Name**

*System generated*

Displays the name of the carrier plan contact

## **Name - Enrollee Carrier Field Description**

### **Name**

*System generated*

Displays the enrollee's name submitted by the carrier

## **Name - Enrollee Field Description**

### **Name**

*System generated*

Displays the name of the enrollee

## **Name - Enrollee Payroll Field Description**

### **Name**

*System generated*

Displays the enrollee's name submitted by the payroll office

## **Name - Payroll Office Contact Field Description**

### **Name**

*System generated*

Displays the name of the payroll office contact

## **Name - Payroll Office Field Description**

### **Name**

*System generated*

Displays the name of the payroll office



## **Name - Personnel Office Contact Field Description**

### **Name**

*System generated*

Displays the name of the personnel office contact

## **Name - Personnel Office Contact Field Description**

### **Name**

*System generated*

Displays the name of the personnel office contact

## **Name - Personnel Office Contacts Add Field Instruction**

### **Name**

*Optional, alphanumeric, 30 positions maximum*

Enter the name of the personnel office.

## **Nature of Action - Field Description**

### **Nature of Action**

*System generated*

Selected radio button indicates one of the following:

**Start** - Creates a new enrollment in FEHB

**Change** - Change to a current FEHB enrollment

**Stop** - Indicates the cancellation of an FEHB enrollment

## **New Enrollment Code - Field Description**

### **New Enrollment Code**

*System generated*

Displays the new enrollment code for the enrollee

## **New Enrollment Code Number - (Survivor Annuitant) Field Description**

### **New Enrollment Code Number**

*System generated*

Displays the new enrollment code for the survivor annuitant





---

## New Plan Name - Field Description

### New Plan Name

*System generated*

Displays the name of the FEHB health insurance plan in which the individual is enrolled/enrolling

## Not Received - Field Description

### Not Received

*System generated*

Displays the number of transmissions that were expected but not received

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## Options - (View Only) Field Description

### Options

*System generated*

**View** - Allows the user to view the record

## Options - (View, Activate, Update) Field Description

### Options

*System generated*

**View** - Allows the user to view the record

**Activate/Inactivate** - Allows the user to make the record active or inactive in the system

**Update** - Allows the user to make changes to the record

## Options - (View, Activate, Update, Delete) Field Description

### Options

*System generated*

**View** - Allows the user to view the record

**Activate/Inactivate** - Allows the user to make the record active or inactive in the system

**Update** - Allows the user to make changes to the record

**Delete** - Allows the user to remove the record (For NFC use only)

## Options - (View, Reconcile) Field Description

### Options



*System generated*

**View** - Allows the user to view the record

**Reconcile** - Allows the user to reconcile the record

## Options - (View, Update, Activate) Field Description

### Options

*System generated*

**View** - Allows the user to view the record

**Update** - Allows the user to make changes to the record

**Activate/Inactivate** - Allows the user to make the record active or inactive in the system

## Options - (View, Update, Cancel) Field Description

### Options

*System generated*

**View** - Allows the user to view the record

**Update** - Allows the user to make changes to the record

**Cancel** - Allows the user to cancel the record

## Options - (View, Update, Delete) Field Description

### Options

*System generated*

**View** - Allows the user to view the record

**Update** - Allows the user to make changes to the record

**Delete** - Allows the user to remove the record

## Options - (View, Update, Release) Field Description

### Options

*System generated*

**View** - Allows the user to view the record

**Update** - Allows the user to make changes to the record

**Release** - Allows the user to release the record

## Options - (View, Validate) Field Description

### Options

*System generated*



---

**View** - Allows the user to view the record

**Validate** - Allows the user to validate the record

## Order By - (Agency ID) Field Instruction

### Order By

*Optional, default*

Defaults to the **Agency ID** sort option

This field allows users to sort search results by the options listed below. To choose a sort option, select the radio button next to one of the following menu options:

**Agency ID** - Sorts search results by Agency identification code

**SSN** - Sorts search results by enrollee Social Security number

**Name** - Sorts search results by enrollee name

**User ID** - Sorts search results by user identification number

**Status** - Sorts search results by status (e.g., released, processed, not released, or cancelled release)

## Order By - (Carrier - Code Sort) Field Instruction

### Order By

*Optional, default*

Defaults to the **Carrier** sort option

This field allows users to sort search results by the options listed below. To choose a sort option, select the radio button next to one of the following menu options:

**Carrier** - Sorts search results by carrier code

**Code** - Sorts search results by carrier enrollment code

## Order By - (Carrier - Plan Sort) Field Instruction

### Order By

*Optional, default*

Defaults to the **Carrier** sort option

This field allows users to sort search results by the options listed below. To choose a sort option, select the radio button next to one of the following menu options:

**Carrier** - Sorts search results by carrier code

**Plan** - Sorts search results by plan code

**Type** - Sorts search results by type code

## Order By - (Carrier ID - Type Sort) Field Instruction

### Order By

*Optional, default*

Defaults to the **ID** sort option



This field allows users to sort search results by the options listed below. To choose a sort option, select the radio button next to one of the following menu options:

**ID** - Sorts search results by carrier ID

**Type** - Sorts search results by type code

## Order By - (Carrier ID - Year/Quarter Sort) Field Instruction

### Order By

*Optional, default*

Defaults to the **Carrier ID** sort option

This field allows users to sort search results by the options listed below.

To choose a sort option, select the radio button next to one of the following menu options:

**Carrier ID** - Sorts search results by carrier ID

**Year/Quarter** - Sorts search results by reconciliation year and reconciliation quarter

## Order By - (Carrier, Name, City, State Sorts) Field Instruction

### Order By

*Optional, default*

Defaults to the **Carrier** sort option

This field allows users to sort search results by the options listed below. To choose a sort option, select the radio button next to one of the following menu options:

**Carrier** - Sorts search results by carrier code

**Name** - Sorts search results by name

**City** - Sorts search results by city

**State** - Sorts search results by State

## Order By - (ID - Year/Quarter) Field Instruction

### Order By

*Optional, default*

Defaults to the **ID** sort option

This field allows users to sort search results by the options listed below.

To choose a sort option, select the radio button next to one of the following menu options:

**ID** - Sorts search results by payroll office identification number (ID)

**Year/Quarter** - Sorts search results by reconciliation year and reconciliation quarter

## Order By - (Payroll Office Contact) Field Instruction

### Order By

*Optional, default*

Defaults to the **ID** sort option



---

This field allows users to sort search results by the options listed below.  
To choose a sort option, select the radio button next to one of the following menu options:  
**ID** - Sorts search results by payroll office identification number (ID)  
**Type** - Sorts search results by type code

## Order By - (Payroll Office Contact) Field Instruction

### Order By

*Optional, default*

Defaults to the **ID** sort option

This field allows users to sort search results by the options listed below. To choose a sort option, select the radio button next to one of the following menu options:

**ID** - Sorts search results by payroll office identification number (ID)

**Year** - Sorts search results by year

## Order By - (Payroll Office Information Page) Field Instruction

### Order By

*Optional, default*

Defaults to the **ID** sort option

This field allows users to sort search results by the options listed below.

To choose a sort option, select the radio button next to one of the following menu options:

**ID** - Sorts search results by payroll office identification number (ID).

**Pay Cycle** - Sorts search results by pay cycle.

**Name** - Sorts search results by payroll office name.

**City** - Sorts search results by payroll office city.

## Order By - (Payroll Office Information) Field Instruction

### Order By

*Optional, default*

Defaults to the **ID** sort option

This field allows users to sort search results by the options listed below. To choose a sort option, select the radio button next to one of the following menu options:

**ID** - Sorts search results by payroll office identification number (ID)

**Pay Cycle** - Sorts search results by the pay cycle

**Name** - Sorts search results by payroll office name

**City** - Sorts search results by payroll office city

## Order By - (Personnel Office Contact) Field Instruction

### Order By

*Optional, default*



Defaults to the **ID** sort option

This field allows users to sort search results by the options listed below. To choose a sort option, select the radio button next to one of the following menu options:

**ID** - Sorts search results by payroll office identification number (ID)

**POI** - Sorts search results by personnel office ID

**Type** - Sorts search results by type code

## Order By - (Personnel Office Contacts) Field Instruction

### Order By

*Optional, default*

Defaults to the **ID** sort option

This field allows users to sort search results by the options listed below. To choose a sort option, select the radio button next to one of the following menu options:

**ID** - Sorts search results by payroll office identification number

**POI** - Sorts search results by personnel office identification number

**Type** - Sorts search results by type code

## Order By - (Transmission Online Entry) Field Instruction

### Order By

*Optional, default*

Defaults to the **ID** sort option

This field allows users to sort search results by the options listed below.

To choose a sort option, select the radio button next to one of the following menu options:

**ID** - Sorts search results by payroll office identification number (ID).

**Year/Quarter** - Sorts search results by reconciliation year and reconciliation quarter.

**Pay Cycle** - Sorts search results by biweekly, monthly, or other pay cycles.

## Order By - (Transmission) Field Instruction

### Order By

*Optional, default*

Defaults to the **ID** sort option

This field allows users to sort search results by the options listed below.

To choose a sort option, select the radio button next to one of the following menu options:

**ID** - Sorts search results by payroll office identification number (ID)

**Year/Quarter** - Sorts search results by reconciliation year and reconciliation quarter

**Transmission Type** - Sorts search results by pay period or reconciliation transmissions

**Pay Cycle** - Sorts search results by biweekly, monthly, or other pay cycles



---

## Order By 1st (Report - Name Carrier) Field Instructions

### Order By 1st

*Optional, default*

Defaults to the **Name** option

To choose another type of sort option, select the drop-down menu and select one of the following menu options:

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**Pers. Office ID** - Sorts search results by personnel office identification number.

**Reconciliation Date** - Sorts search results by reconciliation date.

**SSNO** - Sorts search results by enrollee Social Security number.

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee.

**User ID** - Sorts search results by user identification number.

## Order By 1st - (Carrier - Action Code) Field Instruction

### Order By 1st

*Optional default*

Defaults to the **Carrier** option

To choose another type of sort option, select the drop-down menu and select one of the following menu options:

**Action Code** - Sort search results by reconciliation action code

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Payroll Office** - Sorts search results by payroll office identification number

**Personnel Office ID** - Sorts search results by personnel office identification number

## Order By 1st - (Carrier - Agency) Field Instruction

### Order By 1st

*Optional default*

Defaults to the **Carrier** option

To choose another type of sort option, select the drop-down menu and select one of the following menu options:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Pers. Office ID** - Sorts search results by personnel office identification number



## Order By 1st - (Carrier - Reason Code) Field Instruction

### Order By 1st

*Optional, default*

Defaults to the **Carrier** option

To choose another type of sort option, select the drop-down menu and select one of the following menu options:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Payroll Office** - Sorts search results by payroll office identification number

**Personnel Office ID** - Sorts search results by personnel office identification number

**Reason Code** - Sorts search results by reconciliation reason code

## Order By 1st - (Carrier ID) Field Instruction

### Order By 1st

*Optional, default*

Defaults to the **Carrier ID** option

To choose another type of sort option, select the drop-down menu and select one of the following menu options:

**Carrier ID** - Sorts search results by carrier identification number

**Name** - Sorts search results by enrollee name

**Year/Quarter** - Sorts search results by reconciliation year and reconciliation quarter

**Submission Date** - Sorts search results by submission date

**Status** - Sorts search results by transmission status

## Order By 1st - (Enrollee) Field Instruction

### Order By 1st

*Optional, default*

Defaults to the **Name** option

To choose another type of sort option in the first sort search order, select the drop-down menu and select one of the following menu options:

**Agency** - Sorts research results by agency code

**Carrier** - Sorts research results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search by the personnel office identification number

**SSNO** - Sorts search results by enrollee SSN





---

**Other ID** - Sorts search results by the identifier used by RSP/OWCP to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the as of date range

## Order By 1st - (Enrollment Code - Name) Field Instruction

### Order By 1st

*Optional, default*

Defaults to the **Name** option

To choose another type of sort option select the drop-down menu and select one of the following menu options:

**Enrollment Code** - Sorts search results by enrollment code

**Name** - Sorts search results by enrollee name

**SSNO** - Sorts search results by enrollee Social Security number

## Order By 1st - (Payroll Office - Name Sort) Field Instruction

### Order By 1st

*Optional, default*

Defaults to the **Name** option

To choose another type of sort option, select the drop-down menu and select one of the following menu options:

**Payroll Office** - Sorts search results by payroll office identification number

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**SSNO** - Sorts search results by enrollee Social Security number

## Order By 1st - (Payroll Office) Field Instruction

### Order By 1st

*Optional, default*

Defaults to the **Payroll Office** option

To choose another type of sort option, select the drop-down menu and select one of the following menu options:

**Payroll Office** - Sorts search results by payroll office identification number

**Name** - Sorts search results by enrollee name

**Year/Quarter** - Sorts search results by reconciliation year and reconciliation quarter

**Submission Date** - Sorts search results by submission date

**Status** - Sorts search results by transmission status



## Order By 1st - (Report - Name Enrollment Code) Field Instruction

### Order By 1st

*Optional, default*

Defaults to the **Name** option

To choose another type of sort option, select the drop-down menu and select one of the following menu options:

**Agency** - Sorts search results by Agency code.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**Pers. Office ID** - Sorts search results by personnel office identification number.

**SSNO** - Sorts search results by enrollee Social Security number.

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee.

## Order By 1st - (Report 12) Field Instruction

### Order By 1st

*Optional, default*

Defaults to the **Name** option

To choose another type of sort option select the drop-down menu and select one of the following menu options to display the selected criteria in the first sort search order:

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.

**Payroll ID** - Sorts search results by payroll office identification number.

## Order By 1st - (Report 13) Field Instruction

### Order By 1st

*Optional, default*

Defaults to the **Carrier** option

To choose another type of sort option, select the drop-down menu and select one of the following menu options:

**Carrier** - Sorts search results by carrier code.

**Pay Cycle** - Sorts search results by pay cycle.

**Enrollment Code** - Sorts search results by enrollment code.

**As of Date** - Sorts search results by as of dates.



---

## Order By 1st - Agency - Name Sort Field Instruction

### Order By 1st

*Optional, default*

Defaults to the **Name** option

To choose another type of sort option in the first search order, select the drop-down menu and select one of the following menu options:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee SSN

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## Order By 1st - Field Instruction

### Order By 1st

*Optional*

Defaults to the **Name** sort option if no sort option is selected

To choose another sort option, select the drop-down menu and select one of the following options to display the selected criteria in the first sort order:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee Social Security number

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## Order By 2nd - (Carrier - Action Code) Field Instruction

### Order By 2nd



### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the second sort search order:

**Action Code** - Sort search results by reconciliation action code.

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Payroll Office** - Sorts search results by payroll office identification number.

**Personnel Office ID** - Sorts search results by personnel office identification number.

## **Order By 2nd - (Carrier - Agency) Field Instruction**

### **Order By 2nd**

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the second sort search order:

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Pers. Office ID** - Sorts search results by personnel office identification number.

## **Order By 2nd - (Carrier ID) Field Instruction**

### **Order By 2nd**

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the second sort search order:

**Carrier ID** - Sorts search results by carrier identification number.

**Name** - Sorts search results by enrollee name.

**Year/Quarter** - Sorts search results by reconciliation year and reconciliation quarter.

**Submission Date** - Sorts search results by submission date.

**Status** - Sorts search results by transmission status.

## **Order By 2nd - (Carrier) Field Instruction**

### **Order By 2nd**

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the second sort search order:

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Payroll Office** - Sorts search results by payroll office identification number.



---

**Personnel Office ID** - Sorts search results by personnel office identification number.

**Reason Code** - Sorts search results by reconciliation reason code.

## Order By 2nd - (Enrollee) Field Instruction

### Order By 2nd

*Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the second sort search order:

**Enrollment Code** - Sorts search results by enrollment code.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.

## Order By 2nd - (Enrollee) Field Instruction

### Order By 2nd

*Optional, default*

Defaults to the **SSNO** option

To choose another type of sort option select the drop-down menu and select one of the following menu options to display the selected criteria in the second sort search order:

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**SSNO** - Sorts search results by enrollee SSN

**Payroll ID** - Sorts search results by payroll office identification number

## Order By 2nd - (Enrollment Code - Name) Field Instruction

### Order By 2nd

*Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the second sort search order:

**Enrollment Code** - Sorts search results by enrollment code.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.

## Order By 2nd - (Payroll Office - SSNO Sort) Field Instruction

### Order By 2nd

*Optional, default*

Defaults to the **SSNO** option



To choose another type of sort option, select the drop-down menu and select one of the following menu options:

**Payroll Office** - Sorts search results by payroll office identification number.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.

## Order By 2nd - (Payroll Office) Field Instruction

### Order By 2nd

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the second sort search order:

**Payroll Office** - Sorts search results by payroll office identification number.

**Name** - Sorts search results by enrollee name.

**Year/Quarter** - Sorts search results by reconciliation year and reconciliation quarter.

**Submission Date** - Sorts search results by submission date.

**Status** - Sorts search results by transmission status.

## Order By 2nd - (Report - SSNO Enrollment Code) Field Instruction

### Order By 2nd

#### *Optional, default*

Defaults to the **SSNO** option

To choose another type of sort option, select the drop-down menu and select one of the following menu options:

**Agency** - Sorts search results by Agency code.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**Pers. Office ID** - Sorts search results by personnel office identification number.

**SSNO** - Sorts search results by enrollee Social Security number.

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee.

## Order By 2nd - (Report 13) Field Instruction

### Order By 2nd

#### *Optional*



---

To choose a sort option, select the drop-down menu and select one of the following menu options:

**Carrier** - Sorts search results by carrier code.

**Pay Cycle** - Sorts search results by pay cycle.

**Enrollment Code** - Sorts search results by enrollment code.

**As of Date** - Sorts search results by as of dates.

## Order By 2nd - (Report) Field Instruction

### Order By 2nd

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the second sort search order:

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**Pers. Office ID** - Sorts search results by personnel office identification number.

**Reconciliation Date** - Sorts search results by reconciliation date.

**SSNO** - Sorts search results by enrollee Social Security number.

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee.

**User ID** - Sorts search results by user identification number.

## Order By 2nd - Agency - SSNO Sort Field Instruction

### Order By 2nd

#### *Optional, default*

Defaults to the **SSNO** option

To choose another type of sort option in the second sort search order, select the drop-down menu and select one of the following menu options:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee SSN

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type



**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## Order By 2nd - Field Instruction

### Order By 2nd

#### *Optional*

Defaults to the **SSNO** sort option if no sort option is selected

To choose another sort option, select the drop-down menu and select one of the following options to display the selected criteria in the second sort order:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee Social Security number

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## Order By 3rd - (Carrier - Action Code) Field Instruction

### Order By 3rd

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the third sort search order:

**Action Code** - Sort search results by reconciliation action code.

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Payroll Office** - Sorts search results by payroll office identification number.

**Personnel Office ID** - Sorts search results by personnel office identification number.

## Order By 3rd - (Carrier - Agency) Field Instruction

### Order By 3rd

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the third sort search order:





---

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Pers. Office ID** - Sorts search results by personnel office identification number.

## Order By 3rd - (Carrier ID) Field Instruction

### Order By 3rd

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the third sort search order:

**Carrier ID** - Sorts search results by carrier identification number.

**Name** - Sorts search results by enrollee name.

**Year/Quarter** - Sorts search results by reconciliation year and reconciliation quarter.

**Submission Date** - Sorts search results by submission date.

**Status** - Sorts search results by transmission status.

## Order By 3rd - (Carrier) Field Instruction

### Order By 3rd

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the third sort search order:

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Payroll Office** - Sorts search results by payroll office identification number.

**Personnel Office ID** - Sorts search results by personnel office identification number.

**Reason Code** - Sorts search results by reconciliation reason code.

## Order By 3rd - (Enrollee) Field Instruction

### Order By 3rd

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the third sort search order:

**Enrollment Code** - Sorts search results by enrollment code

**Name** - Sorts search results by enrollee name

**SSNO** - Sorts search results by enrollee SSN

## Order By 3rd - (Enrollment Code - Name) Field Instruction

### Order By 3rd



*Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the third sort search order:

**Enrollment Code** - Sorts search results by enrollment code.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.

## Order By 3rd - (Enrollment Code) Field Instruction

### Order By 3rd

*Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the third sort search order:

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.

**Payroll ID** - Sorts search results by payroll office identification number.

## Order By 3rd - (Payroll Office) Field Instruction

### Order By 3rd

*Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the third sort search order:

**Payroll Office** - Sorts search results by payroll office identification number.

**Name** - Sorts search results by enrollee name.

**Year/Quarter** - Sorts search results by reconciliation year and reconciliation quarter.

**Submission Date** - Sorts search results by submission date.

**Status** - Sorts search results by transmission status.

## Order By 3rd - (Payroll) Field Instruction

### Order By 3rd

*Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the third sort search order:

**Payroll Office** - Sorts search results by payroll office identification number.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.



---

**SSNO** - Sorts search results by enrollee Social Security number.

## Order By 3rd - (Report - Enrollment Code) Field Instruction

### Order By 3rd

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the third sort search order:

**Agency** - Sorts search results by Agency code.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**Pers. Office ID** - Sorts search results by personnel office identification number.

**SSNO** - Sorts search results by enrollee Social Security number.

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee.

## Order By 3rd - (Report 13) Field Instruction

### Order By 3rd

#### *Optional*

To choose a sort option, select the drop-down menu and select one of the following menu options:

**Carrier** - Sorts search results by carrier code.

**Pay Cycle** - Sorts search results by pay cycle.

**Enrollment Code** - Sorts search results by enrollment code.

**As of Date** - Sorts search results by as of dates.

## Order By 3rd - (Report) Field Instruction

### Order By 3rd

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the third sort search order:

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**Pers. Office ID** - Sorts search results by personnel office identification number.

**Reconciliation Date** - Sorts search results by reconciliation date.

**SSNO** - Sorts search results by enrollee Social Security number.



**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee.

**User ID** - Sorts search results by user identification number.

## Order By 3rd - Agency Field Instruction

### Order By 3rd

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the third sort search order:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee Social Security number

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## Order By 3rd - Field Instruction

### Order By 3rd

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the third sort order:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee Social Security number

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range



---

## Order By 4th - (Carrier - Action Code) Field Instruction

### Order By 4th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the fourth sort search order:

**Action Code** - Sort search results by reconciliation action code.

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Payroll Office** - Sorts search results by payroll office identification number.

**Personnel Office ID** - Sorts search results by personnel office identification number.

## Order By 4th - (Carrier - Agency) Field Instruction

### Order By 4th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the fourth sort search order:

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Pers. Office ID** - Sorts search results by personnel office identification number.

## Order By 4th - (Carrier) Field Instruction

### Order By 4th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the fourth sort search order:

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Payroll Office** - Sorts search results by payroll office identification number.

**Personnel Office ID** - Sorts search results by personnel office identification number.

**Reason Code** - Sorts search results by reconciliation reason code.

## Order By 4th - (Enrollee) Field Instruction

### Order By 4th

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the fourth sort search order:

**Enrollment Code** - Sorts search results by enrollment code



**Name** - Sorts search results by enrollee name

**SSNO** - Sorts search results by enrollee SSN

## Order By 4th - (Enrollment Code - Name) Field Instruction

### Order By 4th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the fourth sort search order:

**Enrollment Code** - Sorts search results by enrollment code.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.

## Order By 4th - (Enrollment Code) Field Instruction

### Order By 4th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the fourth sort search order:

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.

**Payroll ID** - Sorts search results by payroll office identification number.

## Order By 4th - (Payroll) Field Instruction

### Order By 4th

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the fourth sort search order:

**Payroll Office** - Sorts search results by payroll office identification number.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.

## Order By 4th - (Report - Enrollment Code) Field Instruction

### Order By 4th



### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the fourth sort search order:

**Agency** - Sorts search results by Agency code.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**Pers. Office ID** - Sorts search results by personnel office identification number.

**SSNO** - Sorts search results by enrollee Social Security number.

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee.

## **Order By 4th - (Report 13) Field Instruction**

### **Order By 4th**

#### *Optional*

To choose a sort option, select the drop-down menu and select one of the following menu options:

**Carrier** - Sorts search results by carrier code.

**Pay Cycle** - Sorts search results by pay cycle.

**Enrollment Code** - Sorts search results by enrollment code.

**As of Date** - Sorts search results by as of dates.

## **Order By 4th - (Report) Field Instruction**

### **Order By 4th**

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the fourth sort search order:

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**Pers. Office ID** - Sorts search results by personnel office identification number.

**Reconciliation Date** - Sorts search results by reconciliation date.

**SSNO** - Sorts search results by enrollee Social Security number.

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee.

**User ID** - Sorts search results by user identification number.



## Order By 4th - Agency Field Instruction

### Order By 4th

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the fourth sort search order:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee Social Security number

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## Order By 4th - Field Instruction

### Order By 4th

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the fourth sort order:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee Social Security number

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## Order By 5th - (Carrier - Action Code) Field Instruction

### Order By 5th

#### *Optional*





---

Select the drop-down menu and select one of the following menu options to display the selected criteria in the fifth sort search order:

**Action Code** - Sort search results by reconciliation action code.

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Payroll Office** - Sorts search results by payroll office identification number.

**Personnel Office ID** - Sorts search results by personnel office identification number.

## Order By 5th - (Carrier) Field Instruction

### Order By 5th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the fifth sort search order:

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Payroll Office** - Sorts search results by payroll office identification number.

**Personnel Office ID** - Sorts search results by personnel office identification number.

**Reason Code** - Sorts search results by reconciliation reason code.

## Order By 5th - (Enrollee) Field Instruction

### Order By 5th

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the fifth sort search order:

**Enrollment Code** - Sorts search results by enrollment code

**Name** - Sorts search results by enrollee name

**SSNO** - Sorts search results by enrollee SSN

## Order By 5th - (Enrollment Code - Name) Field Instruction

### Order By 5th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the fifth sort search order:

**Enrollment Code** - Sorts search results by enrollment code.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.



## Order By 5th - (Enrollment Code) Field Instruction

### Order By 5th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the fifth sort search order:

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.

**Payroll ID** - Sorts search results by payroll office identification number.

## Order By 5th - (Payroll) Field Instruction

### Order By 5th

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the fifth sort search order:

**Payroll Office** - Sorts search results by payroll office identification number.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.

## Order By 5th - (Report - Enrollment Code) Field Instruction

### Order By 5th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the fifth sort search order:

**Agency** - Sorts search results by Agency code.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**Pers. Office ID** - Sorts search results by personnel office identification number.

**SSNO** - Sorts search results by enrollee Social Security number.

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee.



---

## Order By 5th - (Report 13) Field Instruction

### Order By 5th

#### *Optional*

To choose a sort option, select the drop-down menu and select one of the following menu options:

**Carrier** - Sorts search results by carrier code.

**Pay Cycle** - Sorts search results by pay cycle.

**Enrollment Code** - Sorts search results by enrollment code.

**As of Date** - Sorts search results by as of dates.

## Order By 5th - (Report) Field Instruction

### Order By 5th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the fifth sort search order:

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**Pers. Office ID** - Sorts search results by personnel office identification number.

**Reconciliation Date** - Sorts search results by reconciliation date.

**SSNO** - Sorts search results by enrollee Social Security number.

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee.

**User ID** - Sorts search results by user identification number.

## Order By 5th - Agency Field Instruction

### Order By 5th

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the fifth sort search order:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee Social Security number

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program



(RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## Order By 5th - Field Instruction

### Order By 5th

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the fifth sort order:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee Social Security number

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## Order By 6th - (Carrier - Action Code) Field Instruction

### Order By 6th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the sixth sort search order:

**Action Code** - Sort search results by reconciliation action code.

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Payroll Office** - Sorts search results by payroll office identification number.

**Personnel Office ID** - Sorts search results by personnel office identification number.

## Order By 6th - (Carrier) Field Instruction

### Order By 6th

#### *Optional*



---

Select the drop-down menu and select one of the following menu options to display the selected criteria in the sixth sort search order:

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Payroll Office** - Sorts search results by payroll office identification number.

**Personnel Office ID** - Sorts search results by personnel office identification number.

**Reason Code** - Sorts search results by reconciliation reason code.

## Order By 6th - (Enrollee) Field Instruction

### Order By 6th

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the sixth sort search order:

**Enrollment Code** - Sorts search results by enrollment code

**Name** - Sorts search results by enrollee name

**SSNO** - Sorts search results by enrollee SSN

## Order By 6th - (Enrollment Code - Name) Field Instruction

### Order By 6th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the sixth sort search order:

**Enrollment Code** - Sorts search results by enrollment code.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.

## Order By 6th - (Enrollment Code) Field Instruction

### Order By 6th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the sixth sort search order:

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**SSNO** - Sorts search results by enrollee Social Security number.

**Payroll ID** - Sorts search results by payroll office identification number.



## Order By 6th - (Report - Enrollment Code) Field Instruction

### Order By 6th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the sixth sort search order:

**Agency** - Sorts search results by Agency code.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**Pers. Office ID** - Sorts search results by personnel office identification number.

**SSNO** - Sorts search results by enrollee Social Security number.

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee.

## Order By 6th - (Report) Field Instruction

### Order By 6th

#### *Optional*

Select the drop-down menu and select one of the following menu options to display the selected criteria in the sixth sort search order:

**Agency** - Sorts search results by Agency code.

**Carrier** - Sorts search results by carrier code.

**Enrollment Code** - Sorts search results by enrollment code.

**Fail Count** - Sorts search results by the number of times a record has failed the quarterly edit process.

**Name** - Sorts search results by enrollee name.

**Pers. Office ID** - Sorts search results by personnel office identification number.

**Reconciliation Date** - Sorts search results by reconciliation date.

**SSNO** - Sorts search results by enrollee Social Security number.

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee.

**User ID** - Sorts search results by user identification number.

## Order By 6th - Agency Field Instruction

### Order By 6th

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the sixth sort search order:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code



---

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee Social Security number

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## Order By 6th - Field Instruction

### Order By 6th

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the sixth sort order:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee Social Security number

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## Order By 7th - (Enrollee) Field Instructions

### Order By 7th

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the seventh sort search order:

**Enrollment Code** - Sorts search results by enrollment code

**Name** - Sorts search results by enrollee name

**SSNO** - Sorts search results by enrollee SSN

## Order By 7th - Agency Field Instruction

### Order By 7th





### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the seventh sort search order:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee Social Security number

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## **Order By 8th - (Enrollee) Field Instruction**

### **Order By 8th**

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the eighth sort search order:

**Enrollment Code** - Sorts search results by enrollment code

**Name** - Sorts search results by enrollee name

**SSNO** - Sorts search results by enrollee SSN

## **Order By 8th - Agency Field Instruction**

### **Order By 8th**

#### *Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the eighth sort search order:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee Social Security number

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type





---

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## Order By 9th - (Enrollee) Field Instruction

### Order By 9th

*Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the ninth sort search order:

**Enrollment Code** - Sorts search results by enrollment code

**Name** - Sorts search results by enrollee name

**SSNO** - Sorts search results by enrollee SSN

## Order by 9th - Agency Field Instruction

### Order By 9th

*Optional*

Select the drop-down menu and select one of the following options to display the selected criteria in the ninth sort search order:

**Agency** - Sorts search results by Agency code

**Carrier** - Sorts search results by carrier code

**Enrollment Code** - Sorts search results by enrollment code

**Fail Count** - Sorts search results by the number of times a discrepancy or warning record has failed the quarterly edit process

**Name** - Sorts search results by enrollee name

**Pers. Office ID** - Sorts search results by personnel office identification number

**SSNO** - Sorts search results by enrollee Social Security number

**Other ID** - Sorts search results by the identifier used by the Retirement Services Program (RSP)/Office of Workers' Compensation Programs (OWCP) to identify the enrollee

**Transmission Type** - Sorts search results by the transmission type

**Employee/Annuitant** - Sorts search results by the employee/annuitant type

**As of Date** - Sorts search results by the As of Date range

## Other Carrier ID - Field Description

### Other Carrier ID

*System generated*

Displays the identifier used by the carrier to identify the enrollee

## Other ID - Field Description

### Other ID

*System generated*



Used by the Retirement Services Program (RSP) and Office of Worker's Compensation Programs (OWCP). RSP personnel use this field to reference an enrollee's civil service annuitant or civil service final identifier. OWCP personnel use this field to reference an enrollee's claim identifier.

---

Note: The Agency and personnel office identifier (POI) fields are displayed in lieu of this field when a payroll office identification number other than **24900002**, **24900003**, or **160099xx** is entered in the Payroll Office ID field on the Payroll Office Enrollees page.

---

## Other ID - Field Instruction

### Other ID

*Optional, alphanumeric, nine positions*

Enter the Other identification (ID) number.

## Other ID From - Field Instruction

### Other ID From

*Optional*

Enter the Other identification (ID) number to search for a specific enrollee record by Other ID.

**OR**

Enter the Other ID number that starts the range of Other ID to search for enrollee records by Other ID, then proceed to the To field.

---

Note for Retirement Services Program (RSP): Type the civil service annuitant (CSA) or civil service final (CSF) identifier with out the first two characters (i.e., CS). For example, the CSA identifier is types as AXXXXXXXX, and the CSF identifier is typed as FXXXXXXXX.

---

## Other ID From - Field Instruction

### Other ID From

*Optional, alphanumeric, 15 positions*

To search for a specific enrollee record by the Other ID, enter the Other ID.

**OR**

To search for a range of enrollee records by a range of Other IDs, enter the Other ID that starts the range, then go to the **Other ID To** field.



---

Note for RSP: Enter the CSA or CSF identifier without the first two characters (i.e., CS). For example, the CSA identifier is entered as **AXXXXXXXXX**, and the CSF identifier is entered as **FXXXXXXXX**.

---

## Other ID To - Field Instruction

### Other ID To

*Optional, alphanumeric, 15 positions maximum*

Enter the Other identification (ID) number that ends the range or leave blank, when searching for a range of enrollee records by Other IDs.

## Other ID To - Field Instructions

### Other ID To

*Optional, alphanumeric, 15 positions*

When searching for a range of enrollee records by a range of Other IDs, enter the Other ID that ends the range; otherwise, leave blank.

## Other Insurance - Field Description

### Other Insurance

*System generated*

Selected radio button values identified below indicate the following:

**Y** - Enrollee's family is enrolled in another group health insurance program.

**N** - Enrollee's family member is not enrolled in another group health insurance program.

## Other Payroll ID - Field Description

### Other Payroll ID

*System generated*

Displays the identifier used by the Agency to identify the enrollee

## Part B - Termination - Field Description

### Part B - Termination

*System generated*

Selected radio button indicates the enrollment is terminated

## Part C - Transfer In - Field Description

### Part C - Transfer In



*System generated*

Selected radio button indicates the enrollment is being transferred from one payroll office to another

## **Part D - Reinstatement - Field Description**

### **Part D - Reinstatement**

*System generated*

Selected radio button indicates the enrollment is being reinstated

## **Part E - Change in Name of Enrollee - Field Description**

### **Part E - Change in Name of Enrollee**

*System generated*

Selected radio button indicates one of the following:

Enrollee's name has changed.

Enrollment has changed from the enrollee's name to the name of the survivor annuitant.

Enrollment has changed from the survivor annuitant's name of another survivor annuitant.

## **Part F - Change in Enrollment/Survivor Annuitant - Field Description**

### **Part F - Change in Enrollment/Survivor Annuitant**

*System generated*

Selected radio button indicates the survivor annuitant's enrollment code has changed

## **Password - Field Instruction**

### **Password**

Enter password.

If unsuccessful, a message will appear stating that the user ID or password entered is invalid.

## **Pay Cycle - (Optional) Field Instruction**

### **Pay Cycle**

*Optional*

Select the drop-down menu and select the pay cycle type.

## **Pay Cycle - Field Description**

### **Pay Cycle**



---

*System generated*

Displays the pay cycle type:

M - Monthly

B - Bi-Weekly

O - Other

## **Pay Ofc - Field Description**

### **Pay Ofc**

*System generated*

Displays the payroll office identification number

## **Payroll Office - Carrier Enrollees Search Results Field Description**

### **Payroll Office**

*System generated*

Displays the payroll office identification number

## **Payroll Office - Field Description**

### **Payroll Office**

*System generated*

Displays the payroll office identification number

## **Payroll Office - Field Instruction**

### **Payroll Office**

*Optional, alphanumeric, eight positions*

Enter the payroll office identification number.

## **Payroll Office Code - Field Description**

### **Payroll Office Code**

*System generated*

Displays the enrollment code submitted by the payroll office

## **Payroll Office Comments - Field Description**

### **Payroll Office Comments**

*System generated*

Displays the comments that were entered on the Payroll Office Enrollee Reconcile page



## **Payroll Office Contact - Add Field Description**

### **Payroll Office Contact**

*System generated*

Displays the name of the payroll office contact

## **Payroll Office Contact - Field Description**

### **Payroll Office Contact**

*System generated*

Displays the name of the payroll office contact

## **Payroll Office Discrepancy - Field Description**

### **Payroll Office Discrepancy**

*System generated*

Displays the error or warning code generated by CLER. See the Discrepancy Codes Table and Warning Codes Table for a list and descriptions of error and warning codes

## **Payroll Office Eff. Date - Field Description**

### **Payroll Office Eff. Date**

*System generated*

Displays the enrollment effective date (MMDDYYYY) submitted by the payroll office

## **Payroll Office Fail Count - Field Description**

### **Payroll Office Fail Count**

*System generated*

Displays the number of times the initial discrepancy has been identified and reported

## **Payroll Office ID - (Optional) Field Instruction**

### **Payroll Office ID**

*Optional, alphanumeric, eight positions*

Enter the Payroll Office identification number.

## **Payroll Office ID - (Payroll Office Contacts Add) Field Instruction**

### **Payroll Office ID**



---

*Required*

Enter the payroll office identification number.

## **Payroll Office ID - (Required) Field Instruction**

**Payroll Office ID**

*Required, alphanumeric, eight positions*

Enter the payroll office identification number.

## **Payroll Office ID - (Select - Optional) Field Instruction**

**Payroll Office ID**

*Optional*

Select the drop-down menu and select the payroll office identification number.

## **Payroll Office ID - (Select - Required) Field Instruction**

**Payroll Office ID**

*Required*

Select the drop-down menu and select the applicable Payroll Office ID.

## **Payroll Office ID - Field Description**

**Payroll Office ID**

*System generated*

Displays the payroll office identification number

## **Payroll Office ID - Field Description**

**Payroll Office ID**

*System generated*

Displays the payroll office identification number

## **Payroll Office Name - Field Description**

**Payroll Office Name**

*System generated*

Displays the name of the enrollee submitted by the payroll office



## **Payroll Office Payroll ID - Field Description**

### **Payroll Office Payroll ID**

*System generated*

Displays the payroll office identification number

## **Percent Discrepancies Reconciled - Field Description**

### **Percent Discrepancies Reconciled**

*System generated*

Displays the percentage of records reconciled to total discrepancies that meet the criteria entered on the Discrepancy Summary page

## **Personnel Office ID - Code Field Description**

### **Personnel Office ID**

*System generated*

Displays the personnel office identifier code

## **Personnel Office ID - Enrollee Field Description**

### **Personnel Office ID**

*System generated*

Displays the personnel office number for the enrollee's employing, personnel, or point-of-contact office

## **Personnel Office ID - Field Description**

### **Personnel Office ID**

*System generated*

Displays the personnel office identification number

## **Personnel Office ID - Field Instruction**

### **Personnel Office ID**

*Optional, alphanumeric, four positions*

Enter the personnel office identification number.





---

## Personnel Office ID - Field Instruction

### Personnel Office ID

*Optional, alphanumeric, four positions*

Enter the personnel office identification number.

## Personnel Office ID - Form 2809 Add (Part E) Field Instruction

### Personnel Office ID

*Required, alphanumeric, four positions*

Enter the personnel office number for the enrollee's employing, personnel, or point-of-contact office.

## Phone - (Carrier Contact) Field Description

### Phone

*System generated*

Displays the telephone number of the carrier contact

## Phone - (Enrollee) Field Description

### Phone

*System generated*

Displays the daytime area code and telephone number of the enrollee

## Phone - (Payroll Office Contact) Field Description

### Phone

*System generated*

Displays the telephone number of the payroll office contact

## Phone - (Personnel Office Contact) Field Description

### Phone

*System generated*

Displays the telephone number of the personnel office contact

## Phone Number - (Carrier Plan Contact) Field Description

### Phone Number

*System generated*



Displays the telephone number of the carrier plan contact

## **Phone Number - (Payroll Office Contact) Field Description**

### **Phone Number**

*System generated*

Displays the telephone number of the payroll office contact

## **Phone Number - (Payroll Office Contacts Add) Field Instruction**

### **Phone Number**

*Optional, alphanumeric, 25 positions maximum*

Enter the telephone number of the payroll office contact.

## **Phone Number - (Personnel Office Contact) Field Description**

### **Phone Number**

*System generated*

Displays the telephone number of the personnel office contact

## **Phone Number - Personnel Office Contacts Add Field Instruction**

### **Phone Number**

*Optional, numeric, 25 positions maximum*

Enter the telephone number of the personnel office contact.

## **Plan - (Carrier) Field Description**

### **Plan**

*System generated*

Displays the first two positions of the carrier enrollment code

## **Plan - Field Instruction**

### **Plan**

*Optional, alphanumeric, two positions*

Enter the first two positions of the carrier enrollment code.



---

## POI - (Personnel Office Contact) Field Description

### POI

*System generated*

Displays the personnel office identification number

## POI - Field Description

### POI

*System generated*

Displays the personnel office identifier of the office where the enrollee's records are maintained

## POI - Field Description

### POI

*System generated*

Displays the personnel office identification number

## POI - Field Instruction

### POI

*Optional, alphanumeric, four positions*

Enter the personnel office identifier of the office where the enrollee's records are maintained.

## POI - Payroll Office Enrollee Field Instruction

### POI

*Optional, alphanumeric, four positions*

Enter the personnel office identifier of the office where the enrollee's records are maintained.

## POI - With Note Field Description

### POI

*System generated*

Displays the personnel office identifier of the office where the enrollee's records are maintained.

---

Note: The Other ID field is displayed in lieu of the this field when **24900002**, **24900003**, or **160099xx** is entered in the Payroll Office ID field on the Payroll Office Enrollees page.

---



## **Policyholder First Name - Field Description**

### **Policyholder First Name**

*System generated*

Displays the first name of the individual who holds the policy from another group insurance program under which the enrollee or family member is covered

## **Policyholder Initial - Field Description**

### **Policyholder Initial**

*System generated*

Displays the middle initial of the individual who holds the policy from another group insurance program under which the enrollee or family member is covered

## **Policyholder Last Name - Field Description**

### **Policyholder Last Name**

*System generated*

Displays the last name of the individual who holds the policy from another group insurance program under which the enrollee or family member is covered

## **Present Enrollment Code Number - (Enrollee) Field Description**

### **Present Enrollment Code Number**

*System generated*

Displays the present enrollment code for the enrollee

## **Present Enrollment Code Number - (Survivor Annuitant) Field Description**

### **Present Enrollment Code Number**

*System generated*

Displays the present enrollment code for the survivor annuitant

## **Present Plan Name - Field Description**

### **Present Plan Name**

*System generated*

Displays the name of the FEHB health insurance plan in which the enrollee is currently enrolled



---

## **Present Plan Name - Form 2809 Add (Part B) Field Instruction**

### **Present Plan Name**

*Optional*

Enter the name of the FEHB health insurance plan in which the enrollee is currently enrolled.

## **Processed Date - Field Description**

### **Processed Date**

*System generated*

Displays the date the record was processed

## **Processed Time - Field Description**

### **Processed Time**

*System generated*

Displays the time the record was processed

## **Processing Code - Field Description**

### **Processing Code**

*System generated*

Displays one of the following processing codes:

Initial - Initial file for the quarter.

Add - Add to existing enrollments.

Replace - Replace all files and records that have been previously sent for this quarter.

## **Pseudo SSN - Field Description**

### **Pseudo SSN**

*System generated*

Displays the pseudo SSN used by the Agency and carrier to identify the enrollee

## **Qtr - Field Description**

### **Qtr**

*System generated*

Displays the reconciliation quarter



## **Quarter - (Error Statistics) Field Description**

### **Quarter**

*System generated*

Displays the reconciliation quarter for the requested error statistics

## **Quarter - (Payroll Office Enrollees) Field Instruction**

### **Quarter**

*Optional, default*

Select the drop-down menu and select the reconciliation quarter.

If no quarter is selected, this field defaults to the current reconciliation quarter.

## **Quarter - (Quarter Transmission Record) Field Description**

### **Quarter**

*System generated*

Displays the reconciliation quarter for the requested transmission record

## **Quarter - (Reconciliation 2810 Form) Field Description**

### **Quarter**

*System generated*

Displays the reconciliation quarter the 2810 form was created

## **Quarter - (Reconciliation Quarter for Transmission Record) Field Instruction**

### **Quarter**

*Optional, alphanumeric, one position*

Enter the reconciliation quarter for the requested transmission record.

## **Quarter - (Reconciliation Quarter) Field Description**

### **Quarter**

*System generated*

Displays the reconciliation quarter



---

## Quarter - (Select - Optional) Field Instruction

### Quarter

*Optional, default*

Defaults to the current quarter

To choose a different quarter select the drop-down menu and select the desired quarter.

## Quarter - (Select - Reconciliation) Field Instruction

### Quarter

*Required, default*

Defaults to the current reconciliation quarter

To choose a different reconciliation quarter select the drop-down menu and select the desired reconciliation quarter.

## Quarter - Carrier Transmissions Search Results Field Description

### Quarter

*System generated*

Displays the reconciliation quarter for the requested transmission record

## Quarter - Field Description

### Quarter

*System generated*

Displays the reconciliation quarter

## Quarter - Field Instruction

### Quarter

*Optional, alphanumeric, one position*

Enter the reconciliation quarter for the requested error statistics.

## Quarter - Field Instruction

### Quarter

*Required, default*

Defaults to the current quarter

To choose a different quarter, select the drop-down menu and select the desired quarter.



## Quarter - Field Instructions

### Quarter

*Optional, alphanumeric, one position*

Enter the reconciliation quarter for the requested error statistics.

## Quarter - Payroll Office Transmissions Search Results Field Description

### Quarter

*System generated*

Displays the reconciliation quarter for the requested transmission record

## Quarter From - Field Instruction

### Quarter From

*Required, default*

Defaults to the current reconciliation quarter

To choose a different quarter that begins the range of reconciliation quarters, select the drop-down menu and select the quarter.

## Quarter To - Field Instruction

### Quarter To

*Required, default*

Defaults to the current reconciliation quarter

To choose a different quarter that ends the range of reconciliation quarters, select the drop-down menu and select the quarter.

## Reason - Field Description

### Reason

*System generated*

Displays the reconciliation reason code

Refer to the ***Reconciliation Reason Codes Table*** (on page 255) for a list and description of reconciliation reason codes.

## Reason Code - Field Description

### Reason Code

*System generated*

Displays the reconciliation reason code





---

Refer to the **Reconciliation Reason Codes Table** (on page 255) for a list and description of reconciliation reason codes.

## Reason Code - Field Instruction

### Reason Code

*Optional*

Select the drop-down menu and select the reconciliation reason code.

Refer to the **Reconciliation Reason Codes Table** (on page 255) for a list and description of these codes.

## Reconciliation Action - Field Description

### Reconciliation Action

*System generated*

Displays the code that identifies the action requested by the Agency to resolve the discrepancy. A short description is displayed next to the code. To view a detailed explanation of the reconciliation action code, select **Explain** or see **Reconciliation Action Codes Table** (on page 258).

## Reconciliation Date - Field Description

### Reconciliation Date

*System generated*

Displays the reconciliation date

## Reconciliation Date From - Field Instruction

### Reconciliation Date From

*Optional*

Select the date that begins the range of reconciliation dates by selecting the first drop-down menu and select the month; select the second drop-down menu and select the day; and select the third drop-down menu and select the year.

## Reconciliation Date To - Field Instruction

### Reconciliation Date To

*Optional*

Select the date that ends the range of reconciliation dates by selecting the first drop-down menu and select the month; select the second drop-down menu and select the day; and select the third drop-down menu and select the year.



## Reconciliation Fail Count - Field Description

### Reconciliation Fail Count

*System generated*

Displays the number of times the initial discrepancy has been identified

## Reconciliation Reason - Field Description

### Reconciliation Reason

*System generated*

Displays the cause of the discrepancy as reported by the Agency

A short description is displayed next to the code. To view a detailed explanation of the reconciliation reason code, select **Explain** or see **Reconciliation Reason Codes Table** (on page 255).

## Reconciliation Total Records - Field Description

### Reconciliation Total Records

*System generated*

Displays the sum of enrollee records displayed on the report

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## Reconciliation User ID - Field Description

### Reconciliation User ID

*System generated*

Displays the user identification number of the person who entered the reconciliation reason code

## Reconciliation With Errors - Field Description

### Reconciliation With Errors

*System generated*

Displays the sum of enrollee records with codes displayed in the Reason and Action fields

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## Reconciliation Without Errors - Field Description

### Reconciliation Without Errors



---

*System generated*

Displays the sum of enrollee records with no codes displayed in the Reason and Action fields

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## **Records - Field Description**

### **Records**

*System generated*

Displays the number of records contained in the transmission

## **Records Processed - Field Description**

### **Records Processed**

*System generated*

Displays the number of records accepted to store in the CLER tables

## **Records Processed - Field Description**

### **Records Processed**

*System generated*

Displays the number of records accepted to store in the CLER tables

## **Records Received - Field Description**

### **Records Received**

*System generated*

Displays the number of records found in the transmission file during processing

## **Records Reconciled - Field Description**

### **Records Reconciled**

*System generated*

Displays the count of records that have a reconciliation reason and action code entered for every error on the record

## **Records Sent - Field Description**

### **Records Sent**

*System generated*



Displays the number of records sent in the transmission

## Records With Errors - (Carrier) Field Description

### Records With Errors

*System generated*

Displays the total number of carrier enrollee records with errors

---

Note: Records with warnings are not included.

---

## Records With Errors - (Payroll Office) Field Description

### Records With Errors

*System generated*

Displays the total number of payroll office enrollee records with errors

---

Note: Records with warnings are not included.

---

## Records With Warnings - (Carrier) Field Description

### Records With Warnings

*System generated*

Displays the total number of carrier records with warnings

---

Note: Records with errors are not included.

---

## Records With Warnings - (Payroll Office) Field Description

### Records With Warnings

*System generated*

Displays the total number of payroll office records with warnings

---

Note: Records with errors are not included.

---

## Region - Field Description

### Region

*System generated*



---

Displays the carrier's enrollment data transmission location code assigned by NFC's CLER Operations and Reconciliation Unit

## Rejected - Field Description

### Rejected

*System generated*

Displays the number of transmissions that did not pass front-end edits and were rejected

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## Released By - Field Description

### Released By

*System generated*

Displays the user identification number of the individual who released the record for processing

## Released Date - Field Description

### Released Date

*System generated*

Displays the date the record was released for processing

## Released Date - Form 2809 Search Results Field Description

### Released Date

*System generated*

Displays the date of the record was released for processing

## Released ID - Field Description

### Released ID

*System generated*

Displays the user identification number of the individual who released the record for processing

## Released Time - Field Description

### Released Time

*System generated*

Displays the time the record was released for processing



## Remarks - Field Description

### Remarks

*System generated*

Displays the remarks about this record

## Remarks - Form 2809 Add (Part E) Field Instruction

### Remarks

*Optional, alphanumeric, 400 positions maximum*

Enter remarks regarding the creation of this record.

## Remarks - Personnel Office Contacts Add Field Instruction

### Remarks

*Optional, alphanumeric, 80 positions maximum*

Enter remarks about this record.

## Report # - Field Description

### Report #

*System generated*

Displays the number of the original report (e.g., notification to carrier or transmittal number)

## Response Reminder Date - Field Description

### Response Reminder Date

*System generated*

Displays the date a reminder regarding the lack of response to discrepancy reasons and actions codes will be sent to carriers

## Role - (Carrier Contact) Field Description

### Role

*System generated*

Displays the title, position, etc., of the carrier contact

## Role - (Carrier Plan Contact) Field Description

### Role



---

*System generated*

Displays the title, position, etc., of the carrier plan contact

## **Role - (Payroll Office Contact) Field Description**

### **Role**

*System generated*

Displays the title, position, etc., of the payroll office contact

## **Role - (Payroll Office Contacts Add) Field Instruction**

### **Role**

*Optional, alphanumeric, 40 positions*

Enter the title, position, etc., of the payroll office contact.

## **Role - (Personnel Office Contact) Field Description**

### **Role**

*System generated*

Displays the title, position, etc., of the personnel office contact

## **Role - (Personnel Office Contacts Add) Field Instruction**

### **Role**

*Optional, alphanumeric, 40 positions maximum*

Enter the title, position, etc., of the personnel office contact.

## **Select Another Discrepancy - Field Instruction**

### **Select Another Discrepancy**

*Optional*

Select each discrepancy number shown to view the corresponding code and message.

## **Select Another Discrepancy - Field Instruction**

### **Select Another Discrepancy**

*Optional*

If multiple discrepancies are shown, select each discrepancy number to view the corresponding code and message.



## Sex - (Enrollee) Field Description

### Sex

*System generated*

Selected radio button indicates the following value:

**M** - Enrollee is a male

**F** - Enrollee is a female

## Sex - (Enrollee/Survivor) Field Description

### Sex

*System generated*

Selected radio button indicates the following value:

**M** - Enrollee or survivor annuitant is a male

**F** - Enrollee or survivor annuitant is a female

## Sex Line 1 - Field Description

### Sex Line 1

*System generated*

Selected radio button indicates the following value:

**M** - Enrollee's first family member who is enrolled/enrolling in FEHB is a male

**F** - Enrollee's first family member who is enrolled/enrolling in FEHB is a female

## Sex Line 10 - Field Description

### Sex Line 1

*System generated*

Selected radio button indicates the following value:

**M** - Enrollee's tenth family member who is enrolled/enrolling in FEHB is a male

**F** - Enrollee's tenth family member who is enrolled/enrolling in FEHB is a female

## Sex Line 2 - Field Description

### Sex Line 2

*System generated*

Selected radio button indicates the following value:

**M** - Enrollee's second family member who is enrolled/enrolling in FEHB is a male

**F** - Enrollee's second family member who is enrolled/enrolling in FEHB is a female





---

## Sex Line 3 - Field Description

### Sex Line 3

*System generated*

Selected radio button indicates the following value:

**M** - Enrollee's third family member who is enrolled/enrolling in FEHB is a male

**F** - Enrollee's third family member who is enrolled/enrolling in FEHB is a female

## Sex Line 4 - Field Description

### Sex Line 4

*System generated*

Selected radio button indicates the following value:

**M** - Enrollee's fourth family member who is enrolled/enrolling in FEHB is a male

**F** - Enrollee's fourth family member who is enrolled/enrolling in FEHB is a female

## Sex Line 5 - Field Description

### Sex Line 5

*System generated*

Selected radio button indicates the following value:

**M** - Enrollee's fifth family member who is enrolled/enrolling in FEHB is a male

**F** - Enrollee's fifth family member who is enrolled/enrolling in FEHB is a female

## Sex Line 6 - Field Description

### Sex Line 6

*System generated*

Selected radio button indicates the following value:

**M** - Enrollee's sixth family member who is enrolled/enrolling in FEHB is a male

**F** - Enrollee's sixth family member who is enrolled/enrolling in FEHB is a female

## Sex Line 7 - Field Description

### Sex Line 7

*System generated*

Selected radio button indicates the following value:

**M** - Enrollee's seventh family member who is enrolled/enrolling in FEHB is a male

**F** - Enrollee's seventh family member who is enrolled/enrolling in FEHB is a female



## Sex Line 8 - Field Description

### Sex Line 8

*System generated*

Selected radio button indicates the following value:

**M** - Enrollee's eighth family member who is enrolled/enrolling in FEHB is a male

**F** - Enrollee's eighth family member who is enrolled/enrolling in FEHB is a female

## Sex Line 9 - Field Description

### Sex Line 9

*System generated*

Selected radio button indicates the following value:

**M** - Enrollee's first family member who is enrolled/enrolling in FEHB is a male

**F** - Enrollee's first family member who is enrolled/enrolling in FEHB is a female

## Source - Field Description

### Source

*System generated*

Displays the source of transmission data indicator as identified below:

Value of the first position:

**M** - Mainframe

**S** - Server

Value of the second position:

**T** - Transmission

**M** - Manual entry

## Source - Field Description

### Source

*System generated*

Displays the source of transmission data indicator

The value in the first position equals **M** for mainframe or **S** for server. The value in the second position equals **T** for transmission or **M** for manual entry.

## SSN - (Enrollee) Field Description

### SSN

*System generated*

Displays the enrollee's SSN or pseudo SSN



---

## SSN - (Enrollee/Survivor) Field Description

### SSN

*System generated*

Displays the enrollee or survivor annuitant's Social Security number (SSN) or pseudo SSN

## SSN - Field Description

### SSN

*System generated*

Displays the enrollee's Social Security number

## SSN - Field Instruction

### SSN

*Optional, numeric, nine positions*

Enter the SSN or pseudo SSN to search for a specific enrollee record.

## SSN From - (Range) Field Instruction

### SSN - from

*Optional, numeric, nine positions*

Enter the SSN to search for a specific enrollee record.

**OR**

Enter the SSN that starts the range of the enrollee record search, then proceed to the **SSN To** field.

---

Note: A search by enrollee records by entering a valid SSN will display the records without the need to complete the other optional data entry field (e.g., Agency or POI) on this page.

---

## SSN From - Field Instruction

### SSN - From

*Optional, numeric, nine positions*

Enter the SSN that begins the search range of enrollee records by SSN.

## SSN From - Field Instruction

### SSN From

*Optional, numeric, nine positions*



To search for a specific enrollee record by the Social Security number (SSN), enter the SSN in the **SSN From** field.

**OR**

To search for range of enrollee records by a range of SSNs, enter the SSN that starts the range, then go to the **SSN To** field.

## **SSN Line 1 - Field Description**

### **SSN Line 1**

*System generated*

Displays the Social Security number of the enrollee's first family member who is enrolled/enrolling in FEHB

## **SSN Line 10 - Field Description**

### **SSN Line 10**

*System generated*

Displays the Social Security number of the enrollee's tenth family member who is enrolled/enrolling in FEHB

## **SSN Line 2 - Field Description**

### **SSN Line 2**

*System generated*

Displays the Social Security number of the enrollee's second family member who is enrolled/enrolling in FEHB

## **SSN Line 3 - Field Description**

### **SSN Line 3**

*System generated*

Displays the Social Security number of the enrollee's third family member who is enrolled/enrolling in FEHB

## **SSN Line 4 - Field Description**

### **SSN Line 4**

*System generated*

Displays the Social Security number of the enrollee's fourth family member who is enrolled/enrolling in FEHB



---

## SSN Line 5 - Field Description

### SSN Line 5

*System generated*

Displays the Social Security number of the enrollee's fifth family member who is enrolled/enrolling in FEHB

## SSN Line 6 - Field Description

### SSN Line 6

*System generated*

Displays the Social Security number of the enrollee's sixth family member who is enrolled/enrolling in FEHB

## SSN Line 7 - Field Description

### SSN Line 7

*System generated*

Displays the Social Security number of the enrollee's seventh family member who is enrolled/enrolling in FEHB

## SSN Line 8 - Field Description

### SSN Line 8

*System generated*

Displays the Social Security number of the enrollee's eighth family member who is enrolled/enrolling in FEHB

## SSN Line 9 - Field Description

### SSN Line 9

*System generated*

Displays the Social Security number of the enrollee's ninth family member who is enrolled/enrolling in FEHB

## SSN To - Field Instruction

### SSN - To

*Optional, numeric, nine positions*

Enter the SSN that ends the search range of enrollee records by SSN.



## **SSN To - Field Instruction**

### **SSN To**

*Optional, numeric, nine positions*

Enter the SSN that ends the range to search for a range of enrollee records; otherwise, leave blank.

## **SSN To - Field Instruction**

### **SSN To**

*Optional, numeric, nine positions*

When searching for a range of enrollee records by a range of SSNs, enter the SSN that ends the range; otherwise, leave blank.

## **Start Date - (Carrier Enrollment Code) Field Description**

### **Start Date**

*System generated*

Displays the first date the carrier enrollment code will be valid

## **Start Date - (Carrier Plan) Field Description**

### **Start Date**

*System generated*

Displays the first date (MMDDYYYY) the carrier plan will be valid

If the date is not known, 01/01/2001 is displayed.

## **Start Date - (Carrier) Field Description**

### **Start Date**

*System generated*

Displays the first date the carrier will be valid

## **Start Date - (Payroll Office) Field Description**

### **Start Date**

*System generated*

Displays the first date the payroll office will be valid



---

## Start Date - (Processed) Field Description

### Start Date

*System generated*

Displays the date the input from carriers and payroll offices is processed

## Start Date - Payroll Office Field Description

### Start Date

*System generated*

Displays the first date the payroll office will be valid

## State - (Carrier Contact) Field Description

### State

*System generated*

Displays the carrier contact's State, U.S. territory, or overseas military abbreviation

For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## State - (Carrier Plan Contact) Field Description

### State

*System generated*

Displays the carrier plan contact's State, U.S. territory, or overseas military abbreviation

For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## State - (Carrier) Field Description

### State

*System generated*

Displays the carrier's State, U.S. territory, or overseas military abbreviation

For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## State - (Carrier) Field Instruction

### State

*Optional*

Select the drop-down menu and select the carrier's State, U.S. territory, or overseas military abbreviation. For a list and descriptions of State, U.S. territory, and overseas military



abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## **State - (Coordinator) Field Description**

### **State**

*System generated*

Displays the State, U.S. territory, or overseas military abbreviation for the enrollee's employing, personnel, or point-of-contact office

For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## **State - (Enrollee) Field Description**

### **State**

*System generated*

Displays the enrollee's State, U.S. territory, or overseas military abbreviation

For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## **State - (Enrollee/Survivor) Field Description**

### **State**

*System generated*

Displays the new State, U.S. territory, or overseas military abbreviation for the enrollee or survivor annuitant's address

For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## **State - (Payroll Office Contact) Field Description**

### **State**

*System generated*

Displays the payroll office contact's State, U.S. territory, or overseas military abbreviation

For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## **State - (Payroll Office) Field Description**

### **State**

*System generated*





---

Displays the payroll office's State, U.S. territory, or overseas military abbreviation  
For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## **State - (Payroll Office) Field Instruction**

### **State**

#### *Optional*

Select the drop-down menu and select the payroll office's, carriers, carrier contact's, or carrier plan contact's State, U.S. territory, or overseas military abbreviation.

For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## **State - (Payroll Office) Field Instruction**

### **State**

#### *Optional*

Select the drop-down menu and select the payroll office's, carrier's, carrier contact's, or carrier plan contact's State, U.S. territory, or overseas military abbreviation.

For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## **State - (Personnel Office Contact) Field Description**

### **State**

#### *System generated*

Displays the personnel office contact's State, U.S. territory, or overseas military abbreviation

For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## **State - Form 2810 View (Part H) Field Description**

### **State**

#### *System generated*

Displays the State, U.S. territory, or overseas military abbreviation of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage

For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## **State - Payroll Office Field Description**

### **State**



*System generated*

Displays the State, U.S. territory, or overseas military abbreviation of the payroll office

For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## State - Personnel Office Contacts Add Field Instruction

**State**

*Optional*

Select the drop-down menu and select the personnel office's State, U.S. territory, or overseas military abbreviation. For a list and descriptions of State, U.S. territory, and overseas military abbreviations, see *State, U.S. Territory, and Overseas Military Abbreviations Table* (on page 260).

## Status - (Active/Inactive) Field Description

**Status**

*System generated*

**Active** status indicates that the record has been activated in CLER.

**Inactive** status indicates that the record has been inactivated in CLER.

## Status - (Carrier Transmissions) Search Results Field Description

**Status**

*System generated*

Displays **000** for an accepted transmission; otherwise, a payroll office enrollment data transmission. For a list and descriptions of carrier systems, see Carrier System Codes Table.

## Status - (Payroll Office Contacts) Search Results Field Description

**Status**

*System generated*

Displays the status of the record

**Active** - Indicates that the record has been activated in CLER

**Inactive** - Indicates that the record has been inactivated in CLER

## Status - (Payroll Office Errors) View Field Description

**Status**

*System generated*



---

Displays **000** for an accepted transmission; otherwise, a payroll office enrollment data transmission

For a list and descriptions of payroll office systems, see *Payroll Office System Codes Table* (on page 252).

## **Status - (Processed, Canceled, Released, Not Released) Field Description**

### **Status**

*System generated*

Displays the status of the transmission: **Processed**, **Canceled**, **Released**, or **Not Released**

## **Status - (Transmission Carrier) Field Description**

### **Status**

*System generated*

Displays **000** for an accepted transmission; otherwise, a carrier system code is displayed

It indicates the status of a carrier enrollment data transmission. For a list and descriptions of carrier system codes, see Carrier System Codes Table.

## **Status - (Transmission Payroll Office) Field Description**

### **Status**

*System generated*

Displays **000** for an accepted transmission; otherwise, a payroll office system code is displayed

It indicates the status of a payroll office enrollment data transmission. For a list and descriptions of payroll office system codes, see Payroll Office System Codes Table.

## **Status - (Transmission) Field Description**

### **Status**

*System generated*

Displays one of the following transmission status:

**R** - Released

**C** - Cancelled

**P** - Processed

## **Status - Form 2809 Add Search Results Field Description**

### **Status**

*System generated*



Displays the status of the transmission as follows:

**Processed**

**Canceled**

**Released**

**Not Released**

## **Stop - Field Description**

### **Stop**

*System generated*

Selected radio button indicates the cancellation of an FEHB enrollment.

## **Submission - (Number) Field Description**

### **Submission**

*System generated*

Displays the transmission submission number for this record

## **Submission - (Payroll Office Enrollees) Reconcile Field Description**

### **Submission**

*System generated*

Displays the transmission submission for this record

## **Submission - (Reconciliation Year/Quarter) Field Description**

### **Submission**

*System generated*

Displays the submission number for the reconciliation year/quarter

## **Submission - (Sequential File Submission Number ) Field Description**

### **Submission**

*System generated*

Displays the sequential submission number for each transmission file submitted for the reconciliation quarter

## **Submission - (Transmission for Reconciliation Quarter) Field Description**

### **Submission**



---

*System generated*

Displays the number of transmissions submitted for the reconciliation quarter selected

## **Submission - Field Description**

### **Submission**

*System generated*

Displays the transmission file submitted for the reconciliation quarter is assigned a sequential submission number

## **Submission Date - (Carrier Transmissions) Search Results Field Description**

### **Submission Date**

*System generated*

Displays the date transmission was submitted

## **Submission Date - (Carrier) Field Description**

### **Submission Date**

*System generated*

Displays the date (MMDDYYYY) the carrier enrollment data file was submitted for processing

## **Submission Date - (Payroll) Field Description**

### **Submission Date**

*System generated*

Displays the date (MMDDYYYY) the payroll office enrollment data file was submitted for processing

## **Submission Date - Field Description**

### **Submission Date**

*System generated*

Displays the date transmission file submitted

## **Submission Reminder Date - Field Description**

### **Submission Reminder Date**

*System generated*

Displays the date the submission reminder is sent



## **Submitter Use #1 - Field Description**

### **Submitter Use #1**

*System generated*

Displays the remarks that were entered by the organization that created the record

## **Submitter Use #2 - Field Description**

### **Submitter Use #2**

*System generated*

Displays the remarks that were entered by the organization that created the record

## **Submitter Use #2 - Field Description**

### **Submitter Use #2**

*System generated*

Displays the remarks that were entered by the organization that created the record

## **Submitter Use #3 - Field Description**

### **Submitter Use #3**

*System generated*

Displays the remarks that were entered by the organization that created the record

## **Survivor Annuity Claim # - Field Description**

### **Survivor Annuity Claim #**

*System generated*

Displays the civil service final (CSF) number assigned to the enrollee by the Office of Personnel Management

## **Threshold Type - (Payroll Office) Field Description**

### **Threshold Type**

*System generated*

Displays the measure of the error threshold as follows:

**P** - Percent

**N** - Number



---

## Threshold Type - Field Description

### **Threshold Type**

*System generated*

Displays the measure of the error threshold

The code **P** represents percent and code **N** represents number.

## Time Processed - (Process Run) Field Description

### **Time Processed**

*System generated*

Displays the current system time when the process was run

## Time Processed - (Record Processed) Field Description

### **Time Processed**

*System generated*

Displays the time the record was processed

## Time Processed - Field Description

### **Time Processed**

*System generated*

Displays the current system time when the process was run

## To (Quarter/Year - Carrier) - Field Description

### **To (Quarter/Year) Carrier**

*System generated*

Displays the carrier's code

## To (Quarter/Year - Code) - Field Description

### **To (Quarter/Year) Code**

*System generated*

Displays the enrollment code

## To (Quarter/Year) - Field Description

### **To (Quarter/Year)**

*System generated*



Displays the number of enrollees covered by the enrollment code displayed in the Code field during the selected quarter and year

## To - (Other ID) Field Instructions

### To

*Optional, alphanumeric, 15 positions maximum*

Enter the Other ID that ends the search range of enrollee records by Other ID.

---

Note: Retirement Services Program (RSP), the civil service annuitant (CSA) or the civil service final (CSF) identifier must be entered without the first two characters as identified below:

CSA - XXXXXXXXXXXXXXXXX

CSF - FXXXXXXXXXXXXXXXXXX

---

## Total - (Reconciliation Action Codes) Field Description

### Total

*System generated*

Displays the number of specified reconciliation action codes that meet the criteria entered on the Reconciliation Action Summary page

## Total - (Reconciliation Reason Codes) Field Description

### Total

*System generated*

Displays the number of specified reconciliation reason codes that meet the criteria entered on the Reconciliation Reason Summary page

## Total - (Transmission Records) Field Description

### Total

*System generated*

Displays the sum of transmission records displayed on the report

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## Total Discrepancies Found - Field Description

### Total Discrepancies Found

*System generated*





---

Displays the total number of records with discrepancies that meet the criteria entered on the Discrepancy Summary page

## **Total Discrepancies Reconciled - Field Description**

### **Total Discrepancies Reconciled**

*System generated*

Displays the total number of reconciled records that meet the criteria entered on the Discrepancy Summary page

## **Total Enrollee Records - Field Description**

### **Total Enrollee Records**

*System generated*

Displays the total number of enrollees that meet the criteria entered on the Discrepancy Summary page

## **Total Errors - (Total Field) Field Description**

### **Total Errors**

*System generated*

Displays the sum of the numbers displayed in the Total field

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## **Total Errors - (Transmission File) Field Description**

Total Errors

*System generated*

Displays the total number of errors identified in the transmission file

## **Total Errors - Field Description**

### **Total Errors**

*System generated*

Displays the total number of errors identified.

## **Total Errors - Field Instructions**

### **Total Errors**



*System generated*

Displays the number the errors identified in transmission file

## **Total Matches Found - Field Description**

**Total Matches Found**

*System generated*

Displays the total number of matched records that meet the criteria entered on the Discrepancy Summary page

## **Total Records - (Enrollee) Field Description**

**Total Records**

*System generated*

Displays the total number of enrollee records displayed on the report.

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## **Total Records - (Records) Field Description**

**Total Records**

*System generated*

Displays the total number of records displayed on the report

---

Note: If the check box used to omit totals from a report is selected, this field is not displayed.

---

## **Total Warnings - (Transmission File) Field Description**

**Total Warnings**

*System generated*

Displays the total number of warnings identified in the transmission file

## **Total Warnings - Field Description**

**Total Warnings**

*System generated*

Displays the total number of warnings identified



---

## Transmission File Name - (Payroll Office) Field Description

### Transmission File Name

*System generated*

Displays the name of the quarterly transmission file sent by the payroll office

## Transmission File Name - (Payroll Office) Field Description

### Transmission File Name

*System generated*

Displays the name of the quarterly transmission file sent by the payroll office

## Transmission Type - (Optional) Field Instruction

### Transmission Type

*Optional*

Select the drop-down menu and select the transmission type.

## Transmission Type - (Required) Field Instruction

### Transmission Type

*Required*

Select the drop-down menu and select the transmission type.

The options are **Pay Period** and **Transmission**.

## Transmission Type - Field Description

### Transmission Type

*System generated*

Displays the transmission type

## Transmissions - Field Instruction

### Transmissions

*Optional, default*

Defaults to the **All** option

To choose a different display option, select the drop-down menu and select one of the option as follows:

**All** - Displays all records related to the search criteria

**Accepted** - Displays all accepted records related to the search criteria

**Rejected** - Displays all rejected records related to the search criteria

**Not Received** - Displays statistics for all transmissions that were not received



## TRICARE/CHAMPUS - Field Description

### TRICARE/CHAMPUS

*System generated*

Selected check box indicates that the enrollee or enrollee's family member who is enrolled/enrolling in FEHB is covered by TRICARE or Civilian Health and Medical Program of the Uniformed Services (CHAMPUS).

## TRICARE/CHAMPUS Name (Other) - Field Description

### TRICARE/CHAMPUS Name (Other)

*System generated*

Displays the name of the health insurance program other than TRICARE or Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) that covers the enrollee or enrollee's family member

## TRICARE/CHAMPUS Other - Field Description

### TRICARE/CHAMPUS Other

*System generated*

Selected check box indicates that the enrollee or enrollee's family member who is enrolled/enrolling in FEHB is covered by a health insurance program other than TRICARE or Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)

## Type - (Carrier Contact) Field Description

### Type

*System generated*

Displays whether the carrier contact is an **General** type code for an administrative contact or **Technical** type code for a technical contact

## Type - (Carrier Contact) Field Instruction

### Type

*Optional*

Select the Type code **General** for an administrative contact or **Technical** for a technical contact from the drop-down menu.

The Type code indicates whether the carrier contact is an administrative contact or a technical contact.



---

## Type - (Carrier Plan Contact) Field Instruction

### Type

*System generated*

Displays whether the carrier plan contact is an **General** type code for an administrative contact or **Technical** type code for a technical contact

## Type - (Payroll Office Contact - Required) Field Instruction

### Type

*Required*

Select the drop-down menu and select the Type code, **General** for an administrative contact or **Technical** for a technical contact. The Type code indicates whether the payroll office contact is an administrative contact or a technical contact.

## Type - (Payroll Office Contact) Field Description

### Type

*System generated*

Displays whether the payroll office contact is a **General** type code for an Administrative contact or **Technical** type code for a Technical contact

## Type - (Payroll Office Contact) Field Instruction

### Type

*Optional*

Select the drop-down menu and select the Type code identified below that indicates whether the payroll office contact is an administrative or technical contact.

**General** - Administrative contact

**Technical** - Technical contact

## Type - (Payroll Office Contacts Add) Field Instruction

### Type

*Required*

Select the drop-down menu and select the Type code identified below that indicates whether the payroll office contact is an administrative or technical contact.

**General** - indicates the contact is an Administrative contact

**Technical** - indicates the contact is a Technical contact



## Type - (Personnel Office Contact) Field Description

### Type

*System generated*

Displays which type of contact the personnel office contact is by displaying one of the following codes:

**General** - Administrative contact

**Technical** - Technical contact

## Type - (Personnel Office Contact) Field Instruction

### Type

*Optional*

Select the drop-down menu and select the Type code, **General** for an administrative contact or **Technical** for a technical contact. The Type code indicates whether the personnel office contact is an administrative contact or a technical contact.

## Type - Personnel Office Contacts Field Instruction

### Type

*Required*

Select the drop-down menu and select the Type code identified below that indicates whether the personnel office contact is an administrative or technical contact.

**General** - Indicates contact is an Administrative contact

**Technical** - Indicates contact is a Technical contact

## Type - Personnel Office Contacts Search Results Field Description

### Type

*System generated*

Displays whether the personnel office contact is an administrative or technical contact as follows:

**General** - Indicates the contact is an Administrative contact

**Technical** - Indicates the contact is a Technical contact

## Unrecon - Field Description

### Unrecon

*System generated*

Displays the number of unreconciled discrepancies



---

## User ID - (Form) Field Instruction

### User ID

*Optional, alphanumeric, eight positions maximum*

Enter the user identification (ID) number of the person creating the form.

## User ID - (Reconciliation) Field Description

### User ID

*System generated*

Displays the user identification number of the person who entered the reconciliation reason code

## User ID - (Report) Field Instruction

### User ID

*Optional, alphanumeric, eight positions maximum*

Enter the user identification (ID) number of the person creating the report.

## Validation - (Carrier Transmissions) Search Results Field Description

### Validation

*System generated*

Displays the status of the validation as follows:

**Validated** - Transmission is validated

**Cleared** - Transmission validation is cleared

## Validation - Field Description

### Validation

*System generated*

Displays the status of the validation

The **Validated** code is displayed when the transmission is validated. The **Cleared** code is displayed when the transmission validation is cleared.

## Validation Date From - Field Instruction

### Validation Date From

*Optional*

Select the date that begins the range of reconciliation dates by selecting the first drop-down menu and select the month; select the second drop-down menu and select the day; and select the third drop-down menu and select the year.



## Validation Date To - Field Instructions

### Validation Date To

#### *Optional*

Select the date that ends the range of reconciliation dates by selecting the first drop-down menu and select the month; select the second drop-down menu and select the day; and select the third drop-down menu and select the year.

## Warning Code - (Select) Field Instruction

### Warning Code

#### *Optional*

Select the drop-down menu and select the warning code. For a list and descriptions of these codes, see ***Warning Codes Table*** (on page 251).

## Warning Code - Field Instruction

### Warning Code

#### *Optional*

Select the arrows to locate the applicable warning code on the list and select the code. For a list and descriptions of warning codes, see ***Warning Codes Table*** (on page 251).

## Warning Code - Field Instruction

### Warning Code

#### *Optional*

Select the applicable warning code from the list. For a list and descriptions of warning codes, see ***Warning Codes Table*** (on page 251).

## Warnings - Field Description

### Warnings

#### *System generated*

Displays the warning codes for the enrollee record

## Whld Amt - Field Description

### Whld Amt

#### *System generated*

Displays the enrollee's withholding amount





---

## Year - (Error Statistics) Field Description

### Year

*System generated*

Displays the reconciliation year for the requested error statistics

## Year - (Error Statistics) Field Instruction

### Year

*Optional, alphanumeric, four positions*

Enter the reconciliation year for the requested error statistics.

## Year - (Optional) Field Instruction

### Year

*Optional, default*

Defaults to the current reconciliation year

To choose a different reconciliation year, select the drop-down menu and select the desired year.

## Year - (Payroll Office Enrollees) Field Instruction

### Year

*Optional, default*

Select the drop-down menu and select the reconciliation year.

If no year is selected, this field defaults to the current reconciliation year.

## Year - (Payroll Office Enrollees) Search Results Field Description

### Year

*System generated*

Displays the reconciliation year

## Year - (Payroll Office Transmissions) View Field Description

### Year

*System generated*

Displays the reconciliation year for the requested transmission record

## Year - (Reconciliation - Required) Field Instruction

### Year



*Required, alphanumeric, four positions*

Enter the reconciliation year.

## **Year - (Reconciliation Year for Transmission Record) Field Instruction**

**Year**

*Optional, alphanumeric, four positions*

Enter the reconciliation year for the requested transmission record.

## **Year - (Reconciliation Year) Field Description**

**Year**

*System generated*

Displays the reconciliation year

## **Year - (Reconciliation) 2810 Form Field Description**

**Year**

*System generated*

Displays the reconciliation year the 2810 form was created

## **Year - (Reconciliation) Field Instruction**

**Year**

*Required, default*

Defaults to the current reconciliation year

To choose a different year, select the drop-down menu and select the desired reconciliation year.

## **Year - (Required) Field Instruction**

**Year**

*Required, default*

Defaults to the current year

To choose a different year, select the drop-down menu and select the desired year.

## **Year - (Transmission Year Record) Field Description**

**Year**

*System generated*

Displays the reconciliation year for the requested transmission record



---

## Year - Field Description

### **Year**

*System generated*

Displays the reconciliation year for the requested error statistics

## Year - Field Instruction

### **Year**

*Optional, alphanumeric, four positions*

Enter the reconciliation year for the requested error statistics.

## Year From - (Range - Required) Field Instruction

### **Year From**

*Required, default*

Defaults to the current reconciliation year

To choose a different year that begins the range of reconciliation years, select the drop-down menu and select the desired reconciliation year.

## Year To - (Range - Required) Field Instruction

### **Year To**

*Required, default*

Defaults to the current reconciliation year

To choose a different year that ends the range of reconciliation years, select the drop-down menu and select the desired reconciliation year.

## Year/Quarter - Field Description

### **Year/Quarter**

*System generated*

Displays the reconciliation year/quarter

## Year/Quarter From - Field Description

### **Year/Quarter From**

*System generated*

Displays the reconciliation year/quarter that begins the range of reconciliation years/quarters



## **Year/Quarter To - Field Description**

### **Year/Quarter To**

*System generated*

Displays the reconciliation year/quarter that ends the range of reconciliation years/quarters

## **ZIP - (Carrier Contact) Field Description**

### **ZIP**

*System generated*

Displays the ZIP Code of the carrier contact

## **ZIP - (Carrier Plan Contact) Field Description**

ZIP

*System generated*

Displays the ZIP Code of the carrier plan contact

## **ZIP - (Carrier) Field Description**

### **ZIP**

*System generated*

Displays the ZIP Code of the carrier

## **ZIP - (Coordinator) Field Description**

### **ZIP**

*System generated*

Displays the domestic ZIP Code or foreign postal code for the enrollee's employing, personnel, or point-of-contact office

## **ZIP - (Enrollee) Field Description**

### **ZIP**

*System generated*

Displays the domestic ZIP Code or foreign postal code of the enrollee

## **ZIP - (Enrollee/Survivor) Field Description**

### **ZIP**



---

*System generated*

Displays the new ZIP Code or foreign postal code for the enrollee or survivor annuitant's address

## **ZIP - (Payroll Office Contact) Field Description**

**ZIP**

*System generated*

Displays the payroll office contact's ZIP Code

## **ZIP - (Payroll Office Contacts Add) Field Instruction**

**ZIP**

*Optional, alphanumeric, 11 positions maximum*

Enter the payroll office's ZIP Code.

## **ZIP - (Payroll Office) Field Description**

**ZIP**

*System generated*

Displays the ZIP Code of the payroll office

## **ZIP - (Personnel Office Contact) Field Description**

**ZIP**

*System generated*

Displays the ZIP Code of the personnel office contact

## **ZIP - Form 2810 View (Part H) Field Description**

**ZIP**

*System generated*

Displays the ZIP code of the employing, personnel, or point-of-contact office that is responsible for coordinating the enrollee's FEHB coverage.

## **ZIP - Payroll Office Field Description**

**ZIP**

*System generated*

Displays the ZIP Code of the payroll office



## **ZIP - Personnel Office Contacts Add Field Instruction**

### **ZIP**

*Optional, numeric, 11 positions maximum*

Enter the ZIP Code of the personnel office.

## **ZIP Line 1 - Field Description**

### **ZIP Line 1**

*System generated*

Displays the domestic ZIP Code or foreign postal code of the enrollee's first family member who is enrolled/enrolling in FEHB

## **ZIP Line 10 - Field Description**

### **ZIP Line 10**

*System generated*

Displays the domestic ZIP Code or foreign postal code of the enrollee's tenth family member who is enrolled/enrolling in FEHB

## **ZIP Line 2 - Field Description**

### **ZIP Line 2**

*System generated*

Displays the domestic ZIP Code or foreign postal code of the enrollee's second family member who is enrolled/enrolling in FEHB

## **ZIP Line 3 - Field Description**

### **ZIP Line 3**

*System generated*

Displays the domestic ZIP Code or foreign postal code of the enrollee's third family member who is enrolled/enrolling in FEHB

## **ZIP Line 4 - Field Description**

### **ZIP Line 4**

*System generated*

Displays the domestic ZIP Code or foreign postal code of the enrollee's fourth family member who is enrolled/enrolling in FEHB



---

## ZIP Line 5 - Field Description

### ZIP Line 5

*System generated*

Displays the domestic ZIP Code or foreign postal code of the enrollee's fifth family member who is enrolled/enrolling in FEHB

## ZIP Line 6 - Field Description

### ZIP Line 6

*System generated*

Displays the domestic ZIP Code or foreign postal code of the enrollee's sixth family member who is enrolled/enrolling in FEHB

## ZIP Line 7 - Field Description

### ZIP Line 7

*System generated*

Displays the domestic ZIP Code or foreign postal code of the enrollee's seventh family member who is enrolled/enrolling in FEHB

## ZIP Line 8 - Field Description

### ZIP Line 8

*System generated*

Displays the domestic ZIP Code or foreign postal code of the enrollee's eighth family member who is enrolled/enrolling in FEHB

## ZIP Line 9 - Field Description

### ZIP Line 9

*System generated*

Displays the domestic ZIP Code or foreign postal code of the enrollee's ninth family member who is enrolled/enrolling in FEHB







## CLER Reference Tables

The following reference tables are used throughout the procedure as a guide for various codes and abbreviations:

- ***Discrepancy Codes Table*** (on page 249)
- ***Warning Codes Table*** (on page 251)
- ***Payroll Office System Codes Table*** (on page 252)
- ***Carrier System Codes Table*** (on page 253)
- ***Reconciliation Reason Codes Table*** (on page 255)
- ***Reconciliation Action Codes Table*** (on page 258)
- ***Carrier Corrective Action Response Codes Table*** (on page 259)
- ***State, U.S. Territory, and Overseas Military Abbreviations Table*** (on page 260)
- ***Country Codes Table*** (on page 263)

This section includes the following topics:

<b>Discrepancy Codes Table</b> .....	<b>249</b>
<b>Warning Codes Table</b> .....	<b>251</b>
<b>Payroll Office System Codes Table</b> .....	<b>252</b>
<b>Carrier System Codes Table</b> .....	<b>253</b>
<b>Reconciliation Reason Codes Table</b> .....	<b>255</b>
<b>Reconciliation Action Codes Table</b> .....	<b>258</b>
<b>Carrier Corrective Action Response Codes Table</b> .....	<b>259</b>
<b>State, U.S. Territory, and Overseas Military Abbreviations Table</b> .....	<b>260</b>
<b>Country Codes Table</b> .....	<b>263</b>

## Discrepancy Codes Table

A discrepancy code indicates an error occurred during the edit process. A record that has no discrepancies is considered reconciled. The table below lists discrepancy codes for CLER.

Code	Description	Explanation
101	Invalid Payroll Office ID Number On Payroll Office Record	NFC will investigate these and determine which payroll office is responsible for the record.
102	Invalid Payroll Office ID Number On Carrier Record	NFC will investigate these and determine which payroll office is responsible for the record.



Code	Description	Explanation
120	Invalid/Missing Enrollment Code On Payroll Office Record	The enrollment code is for an invalid plan or option or it is missing.
121	Invalid/Missing Enrollment Code On Carrier Record	The enrollment code is for an invalid plan or option or it is missing.
140	Missing Enrollee ID Number On Payroll Office Record	The payroll office record did not contain a value for Enrollee SSN, Alternate SSN, Pseudo SSN, or Other Payroll Office ID.
141	Missing Enrollee ID Number On Carrier Record	The carrier record did not contain a value for Enrollee SSN, Alternate SSN, Pseudo SSN, or Other Payroll Office ID.
142	Missing Last Name On Payroll Office Record	The payroll office record did not contain the last name of the enrollee.
143	Missing Last Name On Carrier Record	The carrier record did not contain the last name of the enrollee.
160	Enrollee On Carrier Record But No Payroll Office Record Found	The carrier reported this enrollee as being under your payroll office but your office reported no record for this enrollee.
161	Enrollee On Carrier Record But Reported Under Different Payroll Office	The enrollee is reported on your payroll office records and a matching carrier record was found for this enrollee, but the carrier record lists the enrollee under a different payroll office.
162	Enrollee Reported On Carrier Record Under Pay ID, But Found In Another Carr. ID	Enrollee is reported on a carrier record under the Carrier ID for the enrollment plan you submitted. However, enrollee record also found on a different Carrier ID.
163	Enrollee On Your Payroll Office Record, But No Carrier Record Found	The payroll office lists this enrollee as having coverage, but there is no corresponding carrier record.
164	Enrollee On Payroll Office And Carrier Records But Enrollment Codes Do Not Match	The enrollee is on a payroll office record and a matching carrier record was found. The enrollment codes of the two records, however, do not match.
165	Enrollee On Multiple Payroll Office Records - Reported To Each Payroll Office	This enrollee was included on more than one payroll office record. This situation usually happens when the enrollee is transferring jobs from one Agency to another. Payroll offices that report having this enrollee will receive this error message and should contact the other(s) to resolve this discrepancy. Also, payroll offices that service more than one Agency may have more than one record for an employee. These records will be reported to the servicing payroll office.



Code	Description	Explanation
166	Enrollee On Multiple Carrier Records	This enrollee was included in the files of one or more carriers. Payroll offices specified in the carrier records will receive this error message and should contact each other to resolve this situation.
167	Enrollee ID On Payroll Office More Than Once	Same enrollee on the same payroll office record more than once.

## Warning Codes Table

A warning code indicates that there is a certain condition that was flagged by CLER during the reconciliation process that is not considered a discrepancy error. Agencies, at their discretion, may correct records flagged with these warnings, but the presence of warnings, by themselves, do not make a record unreconciled. The table below lists warning codes for CLER.

Code	Description	Explanation
201	Enrollees Name Does Not Match	<p>For those Agencies that have separate fields for the first, middle, and last name: the first and last name fields of the payroll office's record will be matched to the carrier's record, and, if they are different, there will be a warning.</p> <p>For those Agencies that have one field for the first, middle, and last name: the last name and first name of the carrier record will be compared with the equal number of characters of the last name field of the payroll office record. If they do not match, then there will be a warning.</p>
202	Withholdings/Contribution Amount Missing Or Incorrect	<p>The amount of withholdings/contributions does not match the standard expected amount or is missing entirely. Some situations that may result in this warning include:</p> <p>Enrollee transferred from one payroll office to another within a single pay period.</p> <p>Enrollee did not contribute any money that particular pay period.</p> <p>Enrollee record shows an adjustment of previously reported premium amounts.</p>
203	Invalid Submitting Office Number	Submitting office number on payroll office enrollee does not match any payroll office personnel office identifier contact record.



## Payroll Office System Codes Table

A payroll office system code indicates the status of a payroll office enrollment data transmission. The following table lists payroll office system codes for CLER.

Code	Description	Explanation
301	Invalid As-Of-Date	Invalid Gregorian date in the As-Of-Date field on the header record. The transmission will be rejected, but the TRAN_RCPT table will be updated. An <b>R</b> (Replacement) must be in the Processing Code field when the transmission is resubmitted.
302	The Footer Record Count and/or Total Amount not Equal to Detail Count	The Record Count and/or Total Amount listed in the FOOTER record is not equal to the actual count(s) produced from the program. The transmission will be rejected, but the TRAN_RCPT table will be updated. An <b>R</b> (Replacement) must be in the Processing Code field when the transmission is resubmitted.
303	Error Threshold Exceeded	The number or percentage of errors exceeded the allowed threshold or no threshold has been set. The transmission will be rejected, but the TRAN_RCPT table will be updated. An <b>R</b> (Replacement) must be in the Processing Code field when the transmission is resubmitted.
304	No Footer Record	The Footer record was left off the transmission. The transmission will be rejected, but the TRAN_RCPT table will be updated. An <b>R</b> (Replacement) must be in the Processing Code field when the transmission is resubmitted.
305	Invalid Payroll Office ID on Footer Record	The Payroll Office ID listed on the Footer record does not match the Payroll Office ID on the Header. The transmission will be rejected, but the TRAN_RCPT table will be updated. An <b>R</b> (Replacement) must be in the Processing Code field when the transmission is resubmitted.
306	Invalid Payroll Office ID on Header Record	The Payroll Office ID on the Header record is invalid or not active during this time period. The transmission will be rejected, and no table will be updated. If this is the initial transmission, the processing code will need to be an <b>I</b> or <b>space</b> (Initial transmission) when the transmission is resubmitted.



Code	Description	Explanation
307	Invalid Reconciliation Year and/or Quarter	The Reconciliation Year and/or Quarter does not match any record on the Schedule Table. The transmission will be rejected, and no table will be updated. If this is the initial transmission, the processing code will need to be an <b>I</b> or <b>space</b> (Initial transmission) when the transmission is resubmitted.
308	Invalid Processing Code	Either the Processing Code was invalid or used incorrectly for the type of transmission. The transmission will be rejected, and no table will be updated. If this is the initial transmission, the processing code will need to be an <b>I</b> or <b>space</b> (Initial transmission) when the transmission is resubmitted.
309	Payroll Office Transmission has Been Replaced	The payroll office transmission has been replaced by another transmission for the applicable year and quarter.
310	Invalid Submission Date	Invalid Gregorian date in the Submission date field on the header record. The transmission will be rejected, but the TRAN_RCPT table will be updated. An <b>R</b> (Replacement) must be in the Processing Code field when the transmission is resubmitted.

## Carrier System Codes Table

A carrier system code indicates the status of a carrier enrollment data transmission. The following table lists carrier system codes for CLER.

Code	Description	Explanation
401	Invalid As-Of Date	Invalid Gregorian date in the As-Of-Date field on the header record. The transmission will be rejected, but the TRAN_RCPT table will be updated. An <b>R</b> (for replacement) will need to be in the Processing Code field when the transmission is resubmitted.



Code	Description	Explanation
402	The Footer Record Count Not Equal To Detail Count	The Record Count listed in the FOOTER record is not equal to the actual count produced from the program. The transmission will be rejected, but the TRAN_RCPT table will be updated. An <b>R</b> (for replacement) will need to be in the Processing Code field when the transmission is resubmitted.
403	Error Threshold Exceeded	The number or percentage of errors exceeded the allowed threshold or NO threshold has been set. The transmission will be rejected, but the TRAN_RCPT table will be updated. An <b>R</b> (for replacement) will need to be in the Processing Code field when the transmission is resubmitted.
404	No Footer Record	The Footer record was left off the transmission. The transmission will be rejected, but the TRAN_RCPT table will be updated. An <b>R</b> (for replacement) will need to be in the Processing Code field when the transmission is resubmitted.
405	Invalid Carrier ID On Footer Record	The Carrier ID listed on the Footer record does not match the Carrier ID on the Header record. The transmission will be rejected, but the TRAN_RCPT table will be updated. An <b>R</b> (for replacement) will need to be in the Processing Code field when the transmission is resubmitted.
406	Invalid Carrier ID On Header Record	The Carrier ID on the Header record is invalid or not active during this time period. The transmission will be rejected and no table will be updated. If this is the initial transmission, the processing code will need to be an <b>I</b> or <b>space</b> (for Initial transmission) when the transmission is resubmitted.
407	Invalid Reconciliation Year And/Or Quarter	The Reconciliation Year and/or Quarter does not match any on the Schedule Table. The transmission will be rejected and no table will be updated. If this is the initial transmission, the processing code will need to be an <b>I</b> or <b>space</b> (for Initial transmission) when the transmission is resubmitted.
408	Invalid Processing Code	Either the Processing Code was Invalid or used incorrectly for the type of transmission. The transmission will be rejected and no table will be updated. If this is the initial transmission, the processing code will need to be an <b>I</b> or <b>space</b> (for Initial transmission) when the transmission is resubmitted.



Code	Description	Explanation
409	Carrier Transmission Has Been Replaced	The carrier transmission has been replaced by another transmission for the applicable year and quarter.
410	Invalid Submission Date	Invalid Gregorian date in the Submission date field on the header record. The transmission will be rejected, but the TRAN_RCPT table will be updated. An <b>R</b> (for replacement) will need to be in the Processing Code field when the transmission is resubmitted.

## Reconciliation Reason Codes Table

Reconciliation reason codes are used by Agencies to explain the cause of a discrepancy. After an Agency researches a discrepancy, it will enter one of the following codes into CLER to describe the reason the discrepancy occurred:

Code	Description	Explanation
501	Payroll/Personnel Office Did Not Process 2809 Or 2810	Use this code when the 2809, 2810, or Employee Express transaction was not received or not processed by the payroll office. Once the payroll/personnel office has processed the change, it needs to be transmitted to the carrier.
502	Payroll/Personnel Office Did Not Process 2809 Or 2810 Correctly	Use this code when the 2809, 2810, or Employee Express transaction was created but was either entered into the system incorrectly or was not properly processed by the payroll/personnel office. Once the payroll/personnel office has processed the change, it needs to be transmitted to the carrier.
520	Carrier Did Not Process 2809 Or 2810	Use this code when the 2809, 2810, or Employee Express transaction was either not received or not processed by the carrier. The payroll/personnel office should then use CLER to create a 2809 or 2810 transaction that will be sent to the carrier. The 2809 or 2810 may be faxed or mailed to the carrier in lieu of using CLER. The 2809 or 2810 that is provided to the carrier is a reissue of the initial form.



Code	Description	Explanation
521	Carrier Did Not Process 2809 Or 2810 Correctly	Use this code when the 2809, 2810, or Employee Express transaction was not received or processed correctly by the carrier. The payroll/personnel office should then use CLER to create a 2809 or 2810 transaction that will be sent to the carrier. The 2809 or 2810 may be faxed or mailed to the carrier in lieu of using CLER. The 2809 or 2810 that is provided to the carrier is a reissue of the initial form.
522	Carrier Enrolled Person Without Payroll/Personnel Office Authorization	The enrollee sent his/her information directly to the carrier (bypassing the personnel office). The carrier should never enroll an individual unless it receives the information from an authorized source, i.e., the payroll/personnel office or Employee Express. In the unlikely event this does happen, the payroll office should work with the personnel office, enrollee, and carrier to get proper enrollment paperwork that it can use to update the payroll office system.
523	Carrier Changed Plan - Enrollee Out Of Service Area	The enrollee requested a plan that is not allowed for the area in which he/she lives and the carrier automatically switched the enrollee to the correct plan. This should never happen as the carrier should never make enrollment changes unless it receives the information from an authorized source, i.e., the payroll/personnel office or Employee Express. In the unlikely event it does happen, the payroll office should work with the personnel office, enrollee, and carrier to get proper enrollment paperwork that it can use to update the payroll office system.
524	Carrier Changed Option Without Payroll/Personnel Office Authorization	The enrollee sent his/her information directly to the carrier (bypassing the personnel office) or the carrier automatically changed the option when the enrollee got married or when the last dependent turned 22 years of age. The carrier should never make enrollment changes unless it receives the information from an authorized source, i.e., the payroll/personnel office or Employee Express. In the unlikely event it does happen, the payroll office should work with the personnel office, enrollee, and carrier to get the proper enrollment paperwork that they can use to update the payroll office system.





Code	Description	Explanation
525	Carrier Rejected SF 2809 - Enrollee Out Of Service Area	The enrollee requested a plan that is not allowed for the area in which he/she lives so the carrier rejected the enrollment or enrollment change. The payroll office should work with the personnel office and enrollee to get the proper paperwork so that it can update its system and send the enrollment or enrollment change to the carrier.
526	Carrier Terminated Coverage Due To Death Of Enrollee	This should never happen as the carrier should never make enrollment changes unless it receives the information from an authorized source, i.e., the payroll/personnel office or Employee Express. In the unlikely event it does happen, the payroll office should work with the personnel office, enrollee, and carrier to get proper enrollment paperwork that they can use to update the payroll office system.
540	Enrollee In Unpaid Status - No Deductions For Pay Period	Some payroll offices only send in records for those enrollees for whom premiums were paid (either by deductions from enrollee pay or by contribution from the enrollees Agency). If an enrollee did not pay that pay period but was truly enrolled, then use this code to indicate why the discrepancy occurred. For this situation, no change would be required to either the payroll office's records or the carrier's records.
541	Enrollee Separation Not Submitted Timely	Use this code if the enrollee's separation paperwork is not received promptly by the payroll office and is therefore still reported by the payroll/personnel office (and possibly the carrier) as being enrolled.
542	Enrollee Reported Under Two Payroll Offices - Transfer During Pay Period	Use this code if two different payroll offices or Agencies report an enrollee because that enrollee was transferring-in during the reconciliation pay period. For this situation, no corrective action is required as both payroll offices and Agencies properly reported this enrollee to CLER.
550	Transfer In Not Processed Timely By Gaining Payroll Office	Use this code when the gaining payroll office has not processed the transfer in for the enrollee's prior payroll office. Contact the other payroll office so that it can obtain the proper paperwork and update its records.
551	Transfer In Not Processed Timely By OWCP	Use this code if the carrier reports an enrollee as belonging to your payroll office even though that enrollee should be handled by the Office of Workers Compensation Program (OWCP).



Code	Description	Explanation
552	Transfer In Not Processed Timely By Gaining Payroll Office	Use this code if the carrier reports a retiree as still belonging to the enrollee's prior payroll office. A transfer in to correct both records needs to be processed.
560	Retiree Transfer In Not Processed Timely	This code should be used when the discrepancy is due solely to the difference in extraction date between the payroll office and carriers (refer to the Payroll Office Enrollment File Layout Specifications for more details). For example, the carriers extract their data on the first of the month and a payroll office that pays biweekly might extract data on the fifth. Between the first and fifth of the month, some enrollees may have dropped or changed coverage while others may have enrolled for the first time.
570	Pseudo SSN Used	Enrollees are not required to provide their SSN to the carrier so some enrollees provide a fake or pseudo SSN. This can result in a discrepancy unless the payroll office system also sends the pseudo SSN to CLER so that records can be properly matched. Use this code whenever the discrepancy is due to a pseudo SSN.
580	Other - See Comments	Use this code when no other code is suitable. Comments must be supplied to explain the reconciliation reason.
590	OPM USE ONLY - Multiple Accounts with Shared CSA/CSF number	Civil Service Retirement Claim (CSA/CSF) number shared by more than one annuitant/survivor.
591	OPM USE ONLY - Enrollee Dropped Due to Death/Suspend Status - PO to investigate	Enrollment is dropped due to death or because the case is in suspend status - Payroll office will investigate these and notify carrier of the termination effective date.

## Reconciliation Action Codes Table

Reconciliation action codes are used by Agencies to describe which system(s) needs to be updated as part of resolving a discrepancy. After an Agency researches a discrepancy, it will enter one of the codes listed below in CLER.

Code	Description	Explanation
------	-------------	-------------



Code	Description	Explanation
601	Payroll/Personnel Office Correction Required - Processed Through Payroll System	Use this code when only the payroll office's system needs to be updated. At its discretion, the payroll office may send the carrier a confirmation of the fact that the payroll office records were updated.
610	Carrier Correction Required - Submitted By Payroll/Personnel Office Through CLER	Use this code when only the carrier's system needs to be changed and the carrier was informed of those changes through the use of CLER's 2809 or 2810 online forms.
611	Carrier Correction Required - Submitted By Payroll/Personnel Office By Fax	Use this code when only the carrier system needs to be changed and the payroll/personnel office informed the carrier via a fax of the SF 2809 or SF 2810 form.
612	Carrier Correction Required - Submitted By Payroll/Personnel Office By Mail	Use this code when only the carrier system needs to be changed and the payroll/personnel office informed the carrier via a copy of the SF 2809 or SF 2810 through the mail.
620	Correction Required By Carrier And Payroll Office - Processed Through Payroll System	Use this code when both the payroll office and the carrier need to correct their records.
630	Action Required By Another Payroll/Personnel Office	Use this code when the enrollee is no longer the responsibility of your payroll office but has, instead, transferred to another payroll office.
640	No Action Required	Use this code when neither the payroll office nor carrier needs to make changes to their records. For example, this code would be used in conjunction with reconciliation reason codes:  540 Enrollee In Unpaid Status - No Deductions for Pay Period.  542 Enrollee Reported Under Two Payroll Offices - Transfer During The Pay Period.  560 Discrepancy Due to Timing.

## Carrier Corrective Action Response Codes Table

Carrier corrective action response codes are entered into CLER by carriers to record agreement with and completion of the requested correction specified by the Agency office, or disagreement with the corrective action specified by the Agency office. The following table lists the carrier corrective action response codes for CLER.



Code	Description	Explanation
701	Agree And Correction Processed Successfully	The carrier would enter this code when they agree with the change requested by the payroll office and have successfully updated its records.
721	Disagree - Enrollee Out Of Servicing Area	The carrier is unable to process the requested change because they do not offer that plan for the area where the individual lives.
722	Disagree - Last Dependent Reached Age 22	The carrier cannot change the individual to a family option because the enrollee no longer has dependents under age 22.
723	Disagree - Enrollment Terminated Due To Non-Payment of Membership Fees	The carrier cannot enroll or update enrollment for this individual because the enrollment has been terminated due to the non-payment of dues.
724	Other - See Comments	Use this code when no other code is suitable. Comments must be supplied to explain the Corrective Action.

## State, U.S. Territory, and Overseas Military Abbreviations Table

The following table lists valid state, U.S. territory, and overseas military abbreviations for CLER.

Abbreviation	Description
AA	Armed Forces Americas (except Canada and United States of America)
AE	Armed Forces Africa, Canada, Europe, and Middle East
AK	Alaska
AL	Alabama
AP	Armed Forces Pacific
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California
CO	Colorado



Abbreviation	Description
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
FM	Federated States of Micronesia
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MH	Marshall Islands
MI	Michigan
MN	Minnesota
MO	Missouri
MP	Northern Mariana Islands
MS	Mississippi
MT	Montana
NC	North Carolina



Abbreviation	Description
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
PW	Palau
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming



## Country Codes Table

The following table lists valid country codes for CLER.

Country	Code
Afghanistan	AF
Albania	AL
Algeria	AG
American Samoa	AQ
Andorra	AN
Angola	AO
Anguilla	AV
Antarctica	AY
Antigua and Barbuda	AC
Argentina	AR
Armenia	AM
Aruba	AA
Ashmore and Cartier Islands	AT
Australia	AS
Austria	AU
Azerbaijan	AJ
Bahamas, The	BF
Bahrain	BA
Baker Island	FQ
Bangladesh	BG
Barbados	BB
Bassas da India	BS
Belarus	BO
Belgium	BE



Country	Code
Belize	BH
Benin	BN
Bermuda	BD
Bhutan	BT
Bolivia	BL
Bosnia and Herzegovina	BK
Botswana	BC
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
British Virgin Islands	VI
Brunei	BX
Bulgaria	BU
Burkina Faso	UV
Burma	BM
Burundi	BY
Cambodia	CB
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	CJ
Central African Republic	CT
Chad	CD
Chile	CI
China	CH
Christmas Island	KT





Country	Code
Clipperton Island	IP
Cocos (Keeling) Islands	CK
Colombia	CO
Comoros	CN
Congo, Democratic Republic of the	CG
Congo, Republic of the	CF
Cook Islands	CW
Coral Sea Islands	CR
Costa Rica	CS
Cote d'Ivoire	IV
Croatia	HR
Cuba	CU
Cyprus	CY
Czech Republic	EZ
Denmark	DA
Djibouti	DJ
Dominica	DO
Dominican Republic	DR
East Timor	TT
Ecuador	EC
Egypt	EG
El Salvador	ES
Equatorial Guinea	EK
Eritrea	ER
Estonia	EN
Ethiopia	ET



Country	Code
Europa Island	EU
Falkland Islands (Islas Malvinas)	FA
Faroe Islands	FO
Fiji	FJ
Finland	FI
France	FR
French Guiana	FG
French Polynesia	FP
French Southern and Antarctic Lands	FS
Gabon	GB
Gambia, The	GA
Gaza Strip	GZ
Georgia	GG
Germany	GM
Ghana	GH
Gibraltar	GI
Glorioso Islands	GO
Greece	GR
Greenland	GL
Grenada	GJ
Guadeloupe	GP
Guatemala	GT
Guernsey	GK
Guinea	GV
Guinea-Bissau	PU
Guyana	GY



Country	Code
Haiti	HA
Heard Island and McDonald Islands	HM
Honduras	HO
Hong Kong	HK
Howland Island	HQ
Hungary	HU
Iceland	IC
India	IN
Indonesia	ID
Iran	IR
Iraq	IZ
Ireland	EI
Israel	IL
Italy	IT
Jamaica	JM
Jan Mayen	JN
Japan	JA
Jarvis Island	DQ
Jersey	JE
Johnston Atoll	JQ
Jordan	JO
Juan de Nova Island	JU
Kazakhstan	KZ
Kenya	KE
Kingman Reef	KQ
Kiribati	KR



Country	Code
Korea, North	KN
Korea, South	KS
Kuwait	KU
Kyrgyzstan	KG
Laos	LA
Latvia	LG
Lebanon	LE
Lesotho	LT
Liberia	LI
Libya	LY
Liechtenstein	LS
Lithuania	LH
Luxembourg	LU
Macau	MC
Macedonia, The Republic of	MK
Madagascar	MA
Malawi	MI
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Man, Isle of IM	IM
Marshall Islands	RM
Martinique	MB
Mauritania	MR
Mauritius	MP



Country	Code
Mayotte	ME
Mexico	MX
Micronesia, Federated States of	FM
Midway Islands	MQ
Moldova	MD
Monaco	MN
Mongolia	MG
Montserrat	MH
Morocco	MO
Mozambique	MZ
Namibia	WA
Nauru	NR
Navassa Island	BQ
Nepal	NP
Netherlands	NL
Netherlands Antilles	NT
New Caledonia	NC
New Zealand	NZ
Nicaragua	NU
Niger	NG
Nigeria	NI
Niue	NE
Norfolk Island	NF
Northern Mariana Islands	CQ
Norway	NO
Oman	MU



Country	Code
Pakistan	PK
Palau	PS
Palmyra Atoll	LQ
Panama	PM
Papua New Guinea	PP
Paracel Islands	PF
Paraguay	PA
Peru	PE
Philippines	RP
Pitcairn Islands	PC
Poland	PL
Portugal	PO
Qatar	QA
Reunion	RE
Romania	RO
Russia	RS
Rwanda	RW
Saint Helena	SH
Saint Kitts and Nevis	SC
Saint Lucia	ST
Saint Pierre and Miquelon	SB
Saint Vincent and the Grenadines	VC
Samoa	WS
San Marino	SM
Sao Tome and Principe	TP
Saudi Arabia	SA



Country	Code
Senegal	SG
Serbia and Montenegro	YI
Seychelles	SE
Sierra Leone	SL
Singapore	SN
Slovakia	LO
Slovenia	SI
Solomon Islands	BP
Somalia	SO
South Africa	SF
South Georgia and the Islands	SX
Spain	SP
Spratly Islands	PG
Sri Lanka	CE
Sudan	SU
Suriname	NS
Svalbard	SV
Swaziland	WZ
Sweden	SW
Switzerland	SZ
Syria	SY
Taiwan	TW
Tajikistan	TI
Tanzania	TZ
Thailand	TH
Togo	TO



Country	Code
Tokelau	TL
Tonga	TN
Trinidad and Tobago	TD
Tromelin Island	TE
Tunisia	TS
Turkey	TU
Turkmenistan	TX
Turks and Caicos Islands	TK
Tuvalu	TV
Uganda	UG
Ukraine	UP
United Arab Emirates	AE
United Kingdom	UK
United States	US
Uruguay	UY
Uzbekistan	UZ
Vanuatu	NH
Vatican City	VT
Venezuela	VE
Vietnam	VM
Wake Island	WQ
Wallis and Futuna	WF
West Bank	WE
Western Sahara	WI
Yemen	YM
Zambia	ZA





---

Country	Code
Zimbabwe	ZI





# Index

## %

% (Matching Records) - Field Description • 58

## A

Accepted - Field Description • 59

Action - Field Description • 59

Action Code - Field Instruction • 59

Address - Carrier Field Description • 59

Address - Carrier Information Search Results Field Description • 59

Address - Payroll Office Field Description • 60

Address Line 1 - Carrier Contact Field Description • 60

Address Line 1 - Carrier Contacts View Field Description • 60

Address Line 1 - Carrier Field Description • 60

Address Line 1 - Carrier Information View Field Description • 60

Address Line 1 - Carrier Plan Contact Field Description • 60

Address Line 1 - Carrier Plan Contacts View Field Description • 61

Address Line 1 - Coordinator Field Description • 61

Address Line 1 - Enrollee Field Description • 61

Address Line 1 - Enrollee/Survivor Field Description • 61

Address Line 1 - Form 2809 Add (Part A) Field Instruction • 61

Address Line 1 - Form 2809 Add (Part E) Field Instruction • 61

Address Line 1 - Form 2809 View (Part A) Field Description • 62

Address Line 1 - Form 2809 View (Part E) Field Description • 62

Address Line 1 - Form 2810 Add (Part A) Field Instruction • 62

Address Line 1 - Form 2810 Add (Parts B through F) Field Instruction • 62

Address Line 1 - Form 2810 Add (Parts G and H) Field Instruction • 62

Address Line 1 - Payroll Office Contact Field Description • 63

Address Line 1 - Payroll Office Contacts Add Field Instruction • 63

Address Line 1 - Payroll Office Field Description • 63

Address Line 1 - Personnel Office Contact Field Description • 63

Address Line 1 - Personnel Office Contacts Add Field Instruction • 63

Address Line 2 - Carrier Contact Field Description • 64

Address Line 2 - Carrier Contacts View Field Description • 64

Address Line 2 - Carrier Field Description • 64

Address Line 2 - Carrier Information View Field Description • 64

Address Line 2 - Carrier Plan Contact Field Description • 64

Address Line 2 - Carrier Plan View Field Description • 64

Address Line 2 - Coordinator Field Description • 64

Address Line 2 - Enrollee Field Description • 65

Address Line 2 - Enrollee/Survivor Field Description • 65



Address Line 2 - Form 2809 (Part E) Field Description  
• 65

Address Line 2 - Form 2809 Add (Part A) Field  
Instruction • 65

Address Line 2 - Form 2809 Add (Part E) Field  
Instruction • 65

Address Line 2 - Form 2809 View (Part A) Field  
Description • 66

Address Line 2 - Form 2809 View (Part E) Field  
Description • 66

Address Line 2 - Form 2810 Add (Part A) Field  
Instruction • 66

Address Line 2 - Form 2810 Add (Parts B through F)  
Field Instruction • 66

Address Line 2 - Form 2810 Add (Parts G and H) Field  
Instruction • 66

Address Line 2 - Form 2810 View (Part H) Field  
Description • 67

Address Line 2 - Payroll Office Contact Field  
Description • 67

Address Line 2 - Payroll Office Contacts Add Field  
Instruction • 67

Address Line 2 - Payroll Office Field Description • 67

Address Line 2 - Personnel Office Contact Field  
Description • 67

Address Line 2 - Personnel Office Contacts Add Field  
Instruction • 67

Address Line 2 - Personnel Office Field Description •  
68

Address Line 3 - Carrier Contact Field Description • 68

Address Line 3 - Carrier Contacts Field Description •  
68

Address Line 3 - Carrier Field Description • 68

Address Line 3 - Carrier Information View Field  
Description • 68

Address Line 3 - Carrier Plan Contact Field Description  
• 69

Address Line 3 - Coordinator Field Description • 69

Address Line 3 - Enrollee Field Description • 69

Address Line 3 - Enrollee/Survivor Field Description •  
69

Address Line 3 - Form 2809 Add (Part A) Field  
Instruction • 69

Address Line 3 - Form 2809 Add (Part E) Field  
Instruction • 69

Address Line 3 - Form 2809 View (Part A) Field  
Description • 70

Address Line 3 - Form 2809 View (Part E) Field  
Description • 70

Address Line 3 - Form 2810 Add (Part A) Field  
Instruction • 70

Address Line 3 - Form 2810 Add (Parts B through F)  
Field Instruction • 70

Address Line 3 - Form 2810 View (Part H) Field  
Description • 70

Address Line 3 - Payroll Office Contact Field  
Description • 71

Address Line 3 - Payroll Office Contacts Add Field  
Instruction • 71

Address Line 3 - Payroll Office Field Description • 71

Address Line 3 - Personnel Office Contact Field  
Description • 71

Address Line 3 - Personnel Office Contacts Add Field  
Instruction • 71

Address Line 3 - Personnel Office Field Description •  
71

Agcy Field Description • 72

Agency - Agency ID Field Description • 72

Agency - Enrollee Field Description • 72



Agency - Enrollee Field Instruction • 72	Annuity Claim # - Form 2810 View (Part A) Field Description • 76
Agency - Field Description • 72	As of Date - Carrier Field Description • 76
Agency - Field Instruction • 72	As of Date - Carrier Transmissions Field Description • 76
Agency - with Note (No Example) Field Description • 73	As of Date - Field Description • 77
Agency - with Note Field Description • 73	As of Date - Payroll Field Description • 77
Agency (No Example) - Field Instruction • 72	As of Date for Pay Period Transmission From - Field Instruction • 77
Agency Address Line 1 - Form 2810 View (Part H) • 73	As of Date for Pay Period Transmission To - Field Instruction • 77
Agency ID - Field Description • 73	As of Date From - (Required) Field Instruction • 77
Agency ID - Field Instruction • 74	As of Date From - Field Instruction • 77
Agency ID - Form 2809 View (Part E) Field Description • 74	As of Date To - (Required) Field Instruction • 78
Agency ID (No Example) - Field Instruction • 73	As of Date To - Field Instruction • 78
Agency Name - Field Description • 74	Authorized Official - First Name (SF 2809) Field Description • 78
Agency Name - Form 2809 Add (Part E) Field Instruction • 74	Authorized Official - First Name (SF 2810) Field Description • 78
Agency Name - Form 2809 View (Part E) Field Description • 74	Authorized Official - Initial (SF 2809) Field Description • 78
Agency Name - Form 2810 Add (Parts G and H) Field Instruction • 75	Authorized Official - Initial (SF 2810) Field Description • 79
Agency Use - Field Description • 75	Authorized Official - Last Name (SF 2809) Field Description • 79
Amount - Field Description • 75	Authorized Official - Last Name (SF 2810) Field Description • 79
Amount - Pay Period Field Description • 75	Authorized Official Date Signed - Form 2809 Add (Part I) Field Instruction • 79
Amount Received - Field Description • 75	Authorized Official Date Signed - Form 2809 View (Part I) Field Description • 79
Amount Received - Payroll Office Field Description • 75	Authorized Official First Name - Form 2809 Add (Part I) Field Instruction • 79
Amount Sent - Field Description • 75	Authorized Official First Name - Form 2809 View (Part I) Field Description • 80
Amount Sent - Payroll Office Field Description • 76	
Annuitant Indicator - Field Description • 76	
Annuity Claim # - Form 2810 Add (Part A) Field Instruction • 76	



Authorized Official First Name - Form 2810 Add (Parts G and H) Field Instruction • 80

Authorized Official Initial - Form 2809 Add (Part I) Field Instruction • 80

Authorized Official Initial - Form 2809 View (Part I) Field Description • 80

Authorized Official Last Name - Form 2809 Add (Part I) Field Instruction • 80

Authorized Official Last Name - Form 2809 View (Part I) Field Description • 80

Authorized Official Last Name - Form 2810 Add (Parts G and H) Field Instruction • 81

Authorized Official Phone - Field Description • 81

Authorized Official Phone - Form 2809 Add (Part I) Field Instruction • 81

Authorized Official Phone - Form 2809 View (Part I) Field Description • 81

## C

Cancel Enrollment for Reasons other than Above - Field Description • 81

Cancel Enrollment for Reasons other than Above - Form 2809 Add Field Instruction • 81

Cancel Enrollment for Reasons other than Above - Form 2809 View Field Description • 82

Carr - Field Description • 82

Carrier - (Carrier Code) Field Description • 82

Carrier - (Carrier Enrollment Codes Search Results) Field Description • 82

Carrier - (Drop-down) Field Instruction • 82

Carrier - (Payroll Office Enrollees View) Field Description • 82

Carrier - (Required) Field Instruction • 83

Carrier - Carrier Plan Contacts Field Instruction • 83

Carrier - Code Field Description • 83

Carrier - Field Description • 83

Carrier - Field Instruction • 83

Carrier Comments - (Report) Field Description • 83

Carrier Comments - Field Description • 84

Carrier Comments - Payroll Office Enrollees Validate Field Description • 84

Carrier Corrective Action Response Codes Table • 259

Carrier Eff. Date - Field Description • 84

Carrier Errors - Field Description • 84

Carrier ID - (Carrier Enrollees) Field Instruction • 85

Carrier ID - (Carrier Identifiers Search Results) Field Description • 85

Carrier ID - (Carrier Identifiers) Field Instruction • 85

Carrier ID - (Optional) Field Instruction • 85

Carrier ID - Field Description • 85

Carrier ID - Field Instruction • 86

Carrier ID (Select - Required) - Field Instruction • 85

Carrier Name - Field Description • 86

Carrier SSN - Field Description • 86

Carrier System Codes Table • 253

Carrier-Total - Field Description • 86

Change - Form 2809 Add (Part A) Field Instruction • 87

Change - Form 2809 View (Part A) Field Description • 87

Change (#) - Field Description • 86

Change (%) - Field Description • 86



Change Actual - Field Description • 87	City - Personnel Office Contact Field Description • 93
Change Password - Field Instruction • 87	City - Personnel Office Contacts Add Field Instruction • 93
Change Percent - Field Description • 87	City - Personnel Office Field Description • 93
Check Box to Create Report Without Totals - Field Instruction • 87	Claim # - Field Description • 94
City - Carrier Contact Field Description • 87	Claim # - Form 2809 Add (Part E) Field Instruction • 94
City - Carrier Contacts View Page Field Description • 88	Claim # - Form 2809 View (Part E) Field Description • 94
City - Carrier Field Description • 88	CLER Field Instructions and Descriptions • 35
City - Carrier Field Instruction • 88	CLER Reference Tables • 249
City - Carrier Information Page Field Instruction • 88	Code - Carrier Enrollment Code Field Description • 94
City - Carrier Information Search Results Field Instruction • 89	Code - Carrier Transmissions Search Results Field Description • 94
City - Carrier Plan Contact Field Description • 89	Code - Carrier Transmissions View Field Description • 94
City - Carrier Plan Contacts View Field Description • 89	Code - Enrollment Payroll Field Description • 95
City - Coordinator Field Description • 89	Code - Field Description • 95
City - Enrollee Field Description • 90	Code - Number Field Description • 95
City - Enrollee/Survivor Field Description • 90	Code - Payroll Office Enrollees View Field Description • 95
City - Field Instruction • 90	Code - Payroll Office Transmission Search Results Field Description • 95
City - Form 2809 Add (Part A) Field Instruction • 90	Code - Payroll Office Transmissions View Field Description • 95
City - Form 2809 Add (Part E) Field Instruction • 91	Code - Transmission Code Field Description • 96
City - Form 2809 View (Part A) Field Description • 91	Code Line 1 - Field Description • 96
City - Form 2809 View (Part E) Field Instructions • 91	Code Line 1 - Form 2809 Add (Part B) Field Instruction • 96
City - Form 2810 Add (Parts B thru F) Field Instruction • 91	Code Line 1 - Form 2809 View (Part B) Field Description • 97
City - Form 2810 View (Part H) Field Description • 92	Code Line 10 - Field Description • 97
City - Payroll Office Contact Field Description • 92	
City - Payroll Office Field Description • 92	
City - Payroll Office Field Instruction • 92, 93	



Code Line 10 - Form 2809 Add (Part B) Field Instruction • 97

Code Line 10 - Form 2809 View (Part B) Field Description • 98

Code Line 2 - Field Description • 98

Code Line 2 - Form 2809 Add (Part B) Field Instruction • 98

Code Line 2 - Form 2809 View (Part B) Field Description • 99

Code Line 3 - Field Instructions • 99

Code Line 3 - Form 2809 Add (Part B) Field Instruction • 100

Code Line 3 - Form 2809 View (Part B) Field Description • 100

Code Line 4 - Field Description • 100

Code Line 4 - Form 2809 Add (Part B) Field Instruction • 101

Code Line 4 - Form 2809 View (Part B) Field Description • 101

Code Line 5 - Field Description • 101

Code Line 5 - Form 2809 Add (Part B) Field Instruction • 102

Code Line 5 - Form 2809 View (Part B) Field Description • 102

Code Line 6 - Field Description • 102

Code Line 6 - Form 2809 Add (Part B) Field Instruction • 103

Code Line 6 - Form 2809 View (Part B) Field Description • 103

Code Line 7 - Field Description • 104

Code Line 7 - Form 2809 Add (Part B) Field Instruction • 104

Code Line 7 - Form 2809 View (Part B) Field Description • 104

Code Line 8 - Field Description • 105

Code Line 8 - Form 2809 Add (Part B) Field Instruction • 105

Code Line 8 - Form 2809 View (Part B) Field Description • 105

Code Line 9 - Field Description • 106

Code Line 9 - Form 2809 Add (Part B) Field Instruction • 106

Code Line 9 - Form 2809 View (Part B) Field Description • 106

Code -Total Field Description • 96

Confirmed Errors - Field Description • 107

Contact (Payroll) First Name - Field Description • 107

Contact (Payroll) First Name - Form 2809 Add (Part E) Field Instruction • 107

Contact (Payroll) First Name - Form 2809 View (Part E) Field Description • 108

Contact (Payroll) Initial - Field Description • 108

Contact (Payroll) Initial - Form 2809 Add (Part E) Field Instruction • 108

Contact (Payroll) Initial - Form 2809 View (Part E) Field Instruction • 108

Contact (Payroll) Last Name - Field Description • 108

Contact (Payroll) Last Name - Form 2809 Add (Part E) Field Instruction • 108

Contact (Payroll) Last Name - Form 2809 View (Part E) Field Description • 109

Contact (Payroll) Phone - Field Description • 109

Contact (Payroll) Phone - Form 2809 Add (Part E) Field Instruction • 109

Contact (Payroll) Phone - Form 2809 View (Part E) Field Description • 109

Contact (Personnel) First Name - Field Description • 109





Contact (Personnel) First Name - Form 2809 Add (Part E) Field Instruction • 109

Contact (Personnel) First Name - Form 2809 View (Part E) Field Description • 110

Contact (Personnel) Initial - Field Description • 110

Contact (Personnel) Initial - Form 2809 Add (Part E) Field Instruction • 110

Contact (Personnel) Initial - Form 2809 View (Part E) Field Description • 110

Contact (Personnel) Last Name - Field Description • 110

Contact (Personnel) Last Name - Form 2809 Add (Part E) Field Instruction • 110

Contact (Personnel) Last Name - Form 2809 View (Part E) Field Description • 111

Contact (Personnel) Phone - Field Description • 111

Contact (Personnel) Phone - Form 2809 Add (Part E) Field Instruction • 111

Contact (Personnel) Phone - Form 2809 View (Part E) Field Description • 111

Corrective Action - Field Description • 112

Corrective Action (Code) - Field Description • 111

Corrective Actions % - Field Description • 112

Corrective Actions Unvalidated - Field Description • 112

Corrective Actions Validated - Field Description • 112

Country - (Payroll Office Contacts Add) Field Instruction • 113

Country - (Personnel Office Contact) Field Description • 113

Country - Carrier Information View Field Description • 114

Country - Carrier Plan Contacts View Field Description • 114

Country - Form 2809 Add (Part A) Field Instruction • 114

Country - Form 2809 Add (Part E) Field Instruction • 114

Country - Form 2809 View (Part A) Field Description • 114

Country - Form 2809 View (Part E) Field Description • 115

Country - Form 2810 Add (Parts B thru F) Field Instruction • 115

Country - Payroll Office Field Description • 115

Country - Personnel Office Contacts Add Field Instruction • 115

Country - Personnel Office Field Description • 115

Country (Carrier Contact) - Field Description • 112

Country (Carrier Plan Contact) - Field Description • 112

Country (Enrollee) - Field Description • 113

Country (Enrollee/Survivor) - Field Description • 113

Country (Payroll Office Contact) - Field Description • 113

Country (Payroll Office) - Field Description • 113

Country Codes Table • 263

Cut Off Date - Field Description • 116

## D

Date - Form 2809 Add (Part C and D) Field Instruction • 116

Date - Form 2809 View (Parts C and D) Field Description • 116

Date (Agency) - Field Description • 116

Date (Enrollee Event) - Field Description • 116



Date (Reconciliation) - Field Description • 116

Date Due - Field Description • 117

Date of Action - Field Description • 117

Date of Action - Form 2809 Add (Part E) Field Instruction • 117

Date of Action - Form 2809 View (Part E) Field Description • 117

Date of Birth - Form 2809 Add (Part A) Field Instruction • 117

Date of Birth - Form 2809 View (Part A) Field Description • 118

Date of Birth - Form 2810 Add (Parts B thru F) Field Instruction • 118

Date of Birth (Enrollee) - Field Description • 117

Date of Birth (Enrollee/Survivor) - Field Description • 117

Date of Birth Line 1 - Field Description • 118

Date of Birth Line 1 - Form 2809 Add (Part B) Field Instruction • 118

Date of Birth Line 1 - Form 2809 View (Part B) Field Description • 118

Date of Birth Line 10 - Field Description • 118

Date of Birth Line 10 - Form 2809 Add (Part B) Field Instruction • 119

Date of Birth Line 10 - Form 2809 View (Part B) Field Description • 119

Date of Birth Line 2 - Field Description • 119

Date of Birth Line 2 - Form 2809 Add (Part B) Field Instruction • 119

Date of Birth Line 2 - Form 2809 View (Part B) Field Description • 119

Date of Birth Line 3 - Field Description • 119

Date of Birth Line 3 - Form 2809 Add (Part B) Field Instruction • 120

Date of Birth Line 3 - Form 2809 View (Part B) Field Description • 120

Date of Birth Line 4 - Field Description • 120

Date of Birth Line 4 - Form 2809 Add (Part B) Field Instruction • 120

Date of Birth Line 4 - Form 2809 View (Part B) Field Description • 120

Date of Birth Line 5 - Field Description • 121

Date of Birth Line 5 - Form 2809 Add (Part B) Field Instruction • 121

Date of Birth Line 5 - Form 2809 View (Part B) Field Description • 121

Date of Birth Line 6 - Field Description • 121

Date of Birth Line 6 - Form 2809 Add (Part B) Field Instruction • 121

Date of Birth Line 6 - Form 2809 View (Part B) Field Description • 121

Date of Birth Line 7 - Field Description • 122

Date of Birth Line 7 - Form 2809 Add (Part B) Field Instruction • 122

Date of Birth Line 7 - Form 2809 View (Part B) Field Description • 122

Date of Birth Line 8 - Field Description • 122

Date of Birth Line 8 - Form 2809 Add (Part B) Field Instruction • 122

Date of Birth Line 8 - Form 2809 View (Part B) Field Description • 123

Date of Birth Line 9 - Field Description • 123

Date of Birth Line 9 - Form 2809 Add (Part B) Field Instruction • 123

Date of Birth Line 9 - Form 2809 View (Part B) Field Description • 123

Date of Death - Field Description • 123



Date of Death - Form 2810 Add (Parts G and H) Field Instruction • 123

Date Processed - (Processed Run) Field Description • 124

Date Processed - (Record Processed) Field Description • 124

Date Processed - Field Description • 124

Date Processed - Payroll Office Enrollees Reconcile Field Description • 124

Date Processed - Payroll Office Enrollees Validate Field Description • 124

Date Received - Field Description • 124

Date Received - Form 2809 Add (Part E) Field Instruction • 124

Date Received - Form 2809 View (Part E) Field Description • 125

Deceased Annuitant SSN - (Payroll Office Enrollees Validate) Field Description • 125

Deceased Annuitant SSN - Field Description • 125

Description - (Code) Field Description • 125

Description - (Enrollment) Field Description • 125

Discrepancies - Check Mark Field Description • 126

Discrepancies - Field Description • 126

Discrepancies # - Field Description • 126

Discrepancies % - Field Description • 126

Discrepancies Recon - Field Description • 127

Discrepancy - (Carrier Enrollees View) Field Description • 127

Discrepancy - (Explain/Duplicate - Code 165 or 167) Field Description • 127

Discrepancy - (Explain/Duplicate - Code 166) Field Description • 127

Discrepancy - (with description) Field Description • 128

Discrepancy - Field Description • 128

Discrepancy Codes Table • 249

Display - (All Codes) Field Instruction • 128

Display - (All Records) Field Instruction • 128

Display - (All) Field Instruction • 129

Display - (Carrier Code) Field Instruction • 129

Display - (Carrier ID) Field Instruction • 129

Display - (Form 2809 - All) Field Instruction • 130

Display - (Payroll Office Contact) Field Instruction • 130

Display - (Payroll Office Errors Search Results) Field Instruction • 130

Display - (Personnel Office Contact) Field Instruction • 131

Display - (System Codes) Field Instruction • 131

Display - Field Instruction • 132

Display - Payroll Office Contact Field Instruction • 132

Display Total Payment Amounts - (Report 13) Field Instruction • 132

Disputed Errors - Field Description • 132

## E

Eff. Date - (Carrier) Field Description • 133

Eff. Date - (Payroll) Field Description • 133

Effective Date - (Action) Field Description • 133

Effective Date - (Enrollment) Field Description • 133

Effective Date - Field Description • 133

Effective Date - Form 2809 View (Part E) Field Description • 133

Effective Date of Coverage - Field Description • 133



Email - (Carrier Contact) Field Description • 134

Email - (Carrier Plan Contact) Field Description • 134

Email - (Personnel Office Contact) Field Description • 134

Email Address - (Carrier Contact) Field Description • 134

Email Address - (Carrier Plan Contact) Field Description • 134

Email Address - (Payroll Office Contact) Field Description • 135

Email Address - (Payroll Office Contacts Add) Field Instruction • 135

Email Address - (Personnel Office Contact) Field Description • 135

Email Address - (Personnel Office Contacts Add) Field Instruction • 135

Email Date - Field Description • 135

Email Time - Field Description • 136

Employee/Annuitant Indicator - Field Description • 136

Employee/Annuitant Indicator - Field Instruction • 136

End Date - (Carrier Enrollment Code) Field Description • 136

End Date - (Carrier Plan) Field Description • 136

End Date - (Carrier) Field Description • 137

End Date - (Payroll Office) Field Description • 137

Enrolled in a Medicare Managed Care Plan - Field Description • 137

Enrollee SSN - Field Description • 137

Enrollees - Field Description • 138

Enrollees (Left/Drop) - Field Description • 137

Enrollees (New/Add) - Field Description • 138

Enrollment Changes % - (Added) Field Description • 138

Enrollment Changes % - (Dropped) Field Description • 138

Enrollment Changes Added - Field Description • 138

Enrollment Changes Dropped - Field Description • 138

Enrollment Code - (Plan and Option) Field Description • 138

Enrollment Code - Field Description • 139

Enrollment Code - Field Instruction • 139

Enrollment ID - Field Description • 139

Error Code - (Select) Field Instruction • 140

Error Code - Field Instruction • 140

Error Threshold - (Carrier) Field Description • 140

Error Threshold - (Payroll Office) Field Description • 140

Errors - Field Description • 141

Errors Reconciled - Field Description • 141

Event That Permits Change - Field Description • 141

Explanation - Field Description • 141

## F

Fail Count - (Initial Edit) Field Description • 141

Fail Count - (Quarterly Edit) Field Description • 141

Fail Count - Field Description • 142

Fail Count From - Field Instruction • 142

Fail Count To - Field Instruction • 142

Fax Number - (Carrier Contact) Field Description • 142



Fax Number - (Carrier Plan Contact) Field Description • 142

Fax Number - (Payroll Office Contact) Field Description • 143

Fax Number - (Payroll Office Contacts Add) Field Instruction • 143

Fax Number - (Personnel Office Contact) Field Description • 143

Fax Number - (Personnel Office Contacts Add) Field Instruction • 143

First Name - (12 positions) Field Instruction • 143

First Name - (17 positions) Field Instruction • 143

First Name - (Enrollee New/Survivor) Field Description • 143

First Name - Enrollee Field Description • 144

First Name - Enrollee Field Instruction • 144

First Name Line 1 - Field Description • 144

First Name Line 10 - Field Description • 144

First Name Line 2 - Field Description • 144

First Name Line 3 - Field Description • 144

First Name Line 4 - Field Description • 145

First Name Line 5 - Field Description • 145

First Name Line 5 - Form 2809 Add (Part B) Field Instruction • 145

First Name Line 6 - Field Description • 145

First Name Line 7 - Field Description • 145

First Name Line 8 - Field Description • 145

First Name Line 9 - Field Description • 146

Foreign Country - (Agency) Form 2810 View Part H Field Description • 146

Foreign Country - (Carrier Contact) Field Description • 146

Foreign Country - (Carrier) Field Description • 146

Foreign Country - (Enrollee Point of Contact) Field Description • 146

Foreign Country - (Enrollee/Survivor) Field Description • 147

Foreign Country - (Payroll Office) Field Description • 147

Foreign Country - (Personnel Office) Field Description • 147

Foreign Country (Carrier Plan Contact) - Field Description • 146

From - (Other ID) Field Instruction • 148

From (Quarter/Year - Carrier) - Field Description • 147

From (Quarter/Year - Code) - Field Description • 147

From (Quarter/Year) - Field Description • 148

## G

Grand-Total - Field Description • 148

## H

HB ID# - Field Description • 148

## I

ID - (Payroll Office) Field Description • 148

ID - Field Description • 149

Indicator - Field Description • 149

Initial - (Enrollee New/Survivor) Field Description • 149

Initial - Field Description • 149



Initial - Field Instruction • 149

Initial Line 1 - Field Description • 149

Initial Line 10 - Field Description • 150

Initial Line 2 - Field Description • 150

Initial Line 3 - Field Description • 150

Initial Line 4 - Field Description • 150

Initial Line 5 - Field Description • 150

Initial Line 6 - Field Description • 151

Initial Line 7 - Field Description • 151

Initial Line 8 - Field Description • 151

Initial Line 9 - Field Description • 151

## L

Last Carrier Update Date - Field Description • 151

Last Carrier Update ID - Field Description • 151

Last Carrier Update Time - Field Description • 152

Last Changed Date - (Payroll Office) Field Description • 152

Last Changed Date - Field Description • 152

Last Changed ID - (Payroll Office) Field Description • 152

Last Changed ID - Field Instructions • 152

Last Changed Time - (Payroll Office) Field Description • 152

Last Changed Time - Field Description • 153

Last Name - (Enrollee/Survivor) Field Description • 153

Last Name - Enrollee Field Description • 153

Last Name - Enrollee Field Instruction • 153

Last Name - Field Instruction • 153

Last Name Line 1 - Field Description • 154

Last Name Line 10 - Field Description • 154

Last Name Line 2 - Field Description • 154

Last Name Line 3 - Field Instructions • 154

Last Name Line 4 - Field Description • 154

Last Name Line 5 - Field Description • 154

Last Name Line 6 - Field Description • 155

Last Name Line 7 - Field Description • 155

Last Name Line 8 - Field Description • 155

Last Name Line 9 - Field Description • 155

Last Payroll Update Date - Field Description • 155

Last Payroll Update ID - Field Description • 155

Last Payroll Update Time - Field Description • 155

Last Validate Date - Field Description • 156

Last Validate ID - Field Description • 156

Last Validate Time - Field Description • 156

## M

Married - (Enrollee) Field Description • 156

Match - Field Description • 156

Medicare Spouse - Field Description • 156

Medicare You - Field Description • 157

Middle Name - Enrollee Field Description • 157

Middle Name - Enrollee Field Instruction • 157

Middle Name - Field Instruction • 157



---

## N

Name - (Carrier Contact) Field Description • 157

Name - (Carrier) Field Instruction • 157

Name - (Payroll Office) Field Description • 158

Name - (Payroll Office) Field Instruction • 158

Name - Carrier Enrollment Codes Search Results Field Description • 158

Name - Carrier Field Description • 158

Name - Carrier Plan Contact Field Description • 158, 159

Name - Carrier Plan Contacts Search Results Field Description • 159

Name - Enrollee Carrier Field Description • 159

Name - Enrollee Field Description • 159

Name - Enrollee Payroll Field Description • 159

Name - Payroll Office Contact Field Description • 159

Name - Payroll Office Field Description • 159

Name - Personnel Office Contact Field Description • 160

Name - Personnel Office Contacts Add Field Instruction • 160

Nature of Action - Field Description • 160

New Enrollment Code - Field Description • 160

New Enrollment Code Number - (Survivor Annuitant) Field Description • 160

New Plan Name - Field Description • 161

Not Received - Field Description • 161

## O

Options - (View Only) Field Description • 161

Options - (View, Activate, Update) Field Description • 161

Options - (View, Activate, Update, Delete) Field Description • 161

Options - (View, Reconcile) Field Description • 161

Options - (View, Update, Activate) Field Description • 162

Options - (View, Update, Cancel) Field Description • 162

Options - (View, Update, Delete) Field Description • 162

Options - (View, Update, Release) Field Description • 162

Options - (View, Validate) Field Description • 162

Order By - (Agency ID) Field Instruction • 163

Order By - (Carrier - Code Sort) Field Instruction • 163

Order By - (Carrier - Plan Sort) Field Instruction • 163

Order By - (Carrier ID - Type Sort) Field Instruction • 163

Order By - (Carrier ID - Year/Quarter Sort) Field Instruction • 164

Order By - (Carrier, Name, City, State Sorts) Field Instruction • 164

Order By - (ID - Year/Quarter) Field Instruction • 164

Order By - (Payroll Office Contact) Field Instruction • 164, 165

Order By - (Payroll Office Information Page) Field Instruction • 165

Order By - (Payroll Office Information) Field Instruction • 165



Order By - (Personnel Office Contact) Field Instruction • 165

Order By - (Personnel Office Contacts) Field Instruction • 166

Order By - (Transmission Online Entry) Field Instruction • 166

Order By - (Transmission) Field Instruction • 166

Order By 1st - (Carrier - Action Code) Field Instruction • 167

Order By 1st - (Carrier - Agency) Field Instruction • 167

Order By 1st - (Carrier - Reason Code) Field Instruction • 168

Order By 1st - (Carrier ID) Field Instruction • 168

Order By 1st - (Enrollee) Field Instruction • 168

Order By 1st - (Enrollment Code - Name) Field Instruction • 169

Order By 1st - (Payroll Office - Name Sort) Field Instruction • 169

Order By 1st - (Payroll Office) Field Instruction • 169

Order By 1st - (Report - Name Enrollment Code) Field Instruction • 170

Order By 1st - (Report 12) Field Instruction • 170

Order By 1st - (Report 13) Field Instruction • 170

Order By 1st - Agency - Name Sort Field Instruction • 171

Order By 1st - Field Instruction • 171

Order By 1st (Report - Name Carrier) Field Instructions • 167

Order By 2nd - (Carrier - Action Code) Field Instruction • 171

Order By 2nd - (Carrier - Agency) Field Instruction • 172

Order By 2nd - (Carrier ID) Field Instruction • 172

Order By 2nd - (Carrier) Field Instruction • 172

Order By 2nd - (Enrollee) Field Instruction • 173

Order By 2nd - (Enrollment Code - Name) Field Instruction • 173

Order By 2nd - (Payroll Office - SSNO Sort) Field Instruction • 173

Order By 2nd - (Payroll Office) Field Instruction • 174

Order By 2nd - (Report - SSNO Enrollment Code) Field Instruction • 174

Order By 2nd - (Report 13) Field Instruction • 174

Order By 2nd - (Report) Field Instruction • 175

Order By 2nd - Agency - SSNO Sort Field Instruction • 175

Order By 2nd - Field Instruction • 176

Order By 3rd - (Carrier - Action Code) Field Instruction • 176

Order By 3rd - (Carrier - Agency) Field Instruction • 176

Order By 3rd - (Carrier ID) Field Instruction • 177

Order By 3rd - (Carrier) Field Instruction • 177

Order By 3rd - (Enrollee) Field Instruction • 177

Order By 3rd - (Enrollment Code - Name) Field Instruction • 177

Order By 3rd - (Enrollment Code) Field Instruction • 178

Order By 3rd - (Payroll Office) Field Instruction • 178

Order By 3rd - (Payroll) Field Instruction • 178

Order By 3rd - (Report - Enrollment Code) Field Instruction • 179

Order By 3rd - (Report 13) Field Instruction • 179

Order By 3rd - (Report) Field Instruction • 179

Order By 3rd - Agency Field Instruction • 180





---

Order By 3rd - Field Instruction • 180

Order By 4th - (Carrier - Action Code) Field Instruction • 181

Order By 4th - (Carrier - Agency) Field Instruction • 181

Order By 4th - (Carrier) Field Instruction • 181

Order By 4th - (Enrollee) Field Instruction • 181

Order By 4th - (Enrollment Code - Name) Field Instruction • 182

Order By 4th - (Enrollment Code) Field Instruction • 182

Order By 4th - (Payroll) Field Instruction • 182

Order By 4th - (Report - Enrollment Code) Field Instruction • 182

Order By 4th - (Report 13) Field Instruction • 183

Order By 4th - (Report) Field Instruction • 183

Order By 4th - Agency Field Instruction • 184

Order By 4th - Field Instruction • 184

Order By 5th - (Carrier - Action Code) Field Instruction • 184

Order By 5th - (Carrier) Field Instruction • 185

Order By 5th - (Enrollee) Field Instruction • 185

Order By 5th - (Enrollment Code - Name) Field Instruction • 185

Order By 5th - (Enrollment Code) Field Instruction • 186

Order By 5th - (Payroll) Field Instruction • 186

Order By 5th - (Report - Enrollment Code) Field Instruction • 186

Order By 5th - (Report 13) Field Instruction • 187

Order By 5th - (Report) Field Instruction • 187

Order By 5th - Agency Field Instruction • 187

Order By 5th - Field Instruction • 188

Order By 6th - (Carrier - Action Code) Field Instruction • 188

Order By 6th - (Carrier) Field Instruction • 188

Order By 6th - (Enrollee) Field Instruction • 189

Order By 6th - (Enrollment Code - Name) Field Instruction • 189

Order By 6th - (Enrollment Code) Field Instruction • 189

Order By 6th - (Report - Enrollment Code) Field Instruction • 190

Order By 6th - (Report) Field Instruction • 190

Order By 6th - Agency Field Instruction • 190

Order By 6th - Field Instruction • 191

Order By 7th - (Enrollee) Field Instructions • 191

Order By 7th - Agency Field Instruction • 191

Order By 8th - (Enrollee) Field Instruction • 192

Order By 8th - Agency Field Instruction • 192

Order By 9th - (Enrollee) Field Instruction • 193

Order by 9th - Agency Field Instruction • 193

Other Carrier ID - Field Description • 193

Other ID - Field Description • 193

Other ID - Field Instruction • 194

Other ID From - Field Instruction • 194

Other ID To - Field Instruction • 195

Other ID To - Field Instructions • 195

Other Insurance - Field Description • 195

Other Payroll ID - Field Description • 195



## P

Part B - Termination - Field Description • 195

Part C - Transfer In - Field Description • 195

Part D - Reinstatement - Field Description • 196

Part E - Change in Name of Enrollee - Field Description • 196

Part F - Change in Enrollment/Survivor Annuitant - Field Description • 196

Password - Field Instruction • 196

Pay Cycle - (Optional) Field Instruction • 196

Pay Cycle - Field Description • 196

Pay Ofc - Field Description • 197

Payroll Office - Carrier Enrollees Search Results Field Description • 197

Payroll Office - Field Description • 197

Payroll Office - Field Instruction • 197

Payroll Office Code - Field Description • 197

Payroll Office Comments - Field Description • 197

Payroll Office Contact - Add Field Description • 198

Payroll Office Contact - Field Description • 198

Payroll Office Discrepancy - Field Description • 198

Payroll Office Eff. Date - Field Description • 198

Payroll Office Fail Count - Field Description • 198

Payroll Office ID - (Optional) Field Instruction • 198

Payroll Office ID - (Payroll Office Contacts Add) Field Instruction • 198

Payroll Office ID - (Required) Field Instruction • 199

Payroll Office ID - (Select - Optional) Field Instruction • 199

Payroll Office ID - (Select - Required) Field Instruction • 199

Payroll Office ID - Field Description • 199

Payroll Office Name - Field Description • 199

Payroll Office Payroll ID - Field Description • 200

Payroll Office System Codes Table • 252

Percent Discrepancies Reconciled - Field Description • 200

Personnel Office ID - Code Field Description • 200

Personnel Office ID - Enrollee Field Description • 200

Personnel Office ID - Field Description • 200

Personnel Office ID - Field Instruction • 200, 201

Personnel Office ID - Form 2809 Add (Part E) Field Instruction • 201

Phone - (Carrier Contact) Field Description • 201

Phone - (Enrollee) Field Description • 201

Phone - (Payroll Office Contact) Field Description • 201

Phone - (Personnel Office Contact) Field Description • 201

Phone Number - (Carrier Plan Contact) Field Description • 201

Phone Number - (Payroll Office Contact) Field Description • 202

Phone Number - (Payroll Office Contacts Add) Field Instruction • 202

Phone Number - (Personnel Office Contact) Field Description • 202

Phone Number - Personnel Office Contacts Add Field Instruction • 202

Plan - (Carrier) Field Description • 202

Plan - Field Instruction • 202



POI - (Personnel Office Contact) Field Description • 203

POI - Field Description • 203

POI - Field Instruction • 203

POI - Payroll Office Enrollee Field Instruction • 203

POI - With Note Field Description • 203

Policyholder First Name - Field Description • 204

Policyholder Initial - Field Description • 204

Policyholder Last Name - Field Description • 204

Present Enrollment Code Number - (Enrollee) Field Description • 204

Present Enrollment Code Number - (Survivor Annuitant) Field Description • 204

Present Plan Name - Field Description • 204

Present Plan Name - Form 2809 Add (Part B) Field Instruction • 205

Processed Date - Field Description • 205

Processed Time - Field Description • 205

Processing Code - Field Description • 205

Pseudo SSN - Field Description • 205

## Q

Qtr - Field Description • 205

Quarter - (Error Statistics) Field Description • 206

Quarter - (Payroll Office Enrollees) Field Instruction • 206

Quarter - (Quarter Transmission Record) Field Description • 206

Quarter - (Reconciliation 2810 Form) Field Description • 206

Quarter - (Reconciliation Quarter for Transmission Record) Field Instruction • 206

Quarter - (Reconciliation Quarter) Field Description • 206

Quarter - (Select - Optional) Field Instruction • 207

Quarter - (Select - Reconciliation) Field Instruction • 207

Quarter - Carrier Transmissions Search Results Field Description • 207

Quarter - Field Description • 207

Quarter - Field Instruction • 207

Quarter - Field Instructions • 208

Quarter - Payroll Office Transmissions Search Results Field Description • 208

Quarter From - Field Instruction • 208

Quarter To - Field Instruction • 208

## R

Reason - Field Description • 208

Reason Code - Field Description • 208

Reason Code - Field Instruction • 209

Reconciliation Action - Field Description • 209

Reconciliation Action Codes Table • 258

Reconciliation Date - Field Description • 209

Reconciliation Date From - Field Instruction • 209

Reconciliation Date To - Field Instruction • 209

Reconciliation Fail Count - Field Description • 210

Reconciliation Reason - Field Description • 210

Reconciliation Reason Codes Table • 255

Reconciliation Total Records - Field Description • 210



Reconciliation User ID - Field Description • 210

Reconciliation With Errors - Field Description • 210

Reconciliation Without Errors - Field Description • 210

Records - Field Description • 211

Records Processed - Field Description • 211

Records Received - Field Description • 211

Records Reconciled - Field Description • 211

Records Sent - Field Description • 211

Records With Errors - (Carrier) Field Description • 212

Records With Errors - (Payroll Office) Field Description • 212

Records With Warnings - (Carrier) Field Description • 212

Records With Warnings - (Payroll Office) Field Description • 212

Region - Field Description • 212

Rejected - Field Description • 213

Released By - Field Description • 213

Released Date - Field Description • 213

Released Date - Form 2809 Search Results Field Description • 213

Released ID - Field Description • 213

Released Time - Field Description • 213

Remarks - Field Description • 214

Remarks - Form 2809 Add (Part E) Field Instruction • 214

Remarks - Personnel Office Contacts Add Field Instruction • 214

Report # - Field Description • 214

Response Reminder Date - Field Description • 214

Role - (Carrier Contact) Field Description • 214

Role - (Carrier Plan Contact) Field Description • 214

Role - (Payroll Office Contact) Field Description • 215

Role - (Payroll Office Contacts Add) Field Instruction • 215

Role - (Personnel Office Contact) Field Description • 215

Role - (Personnel Office Contacts Add) Field Instruction • 215

## S

Select Another Discrepancy - Field Instruction • 215

Sex - (Enrollee) Field Description • 216

Sex - (Enrollee/Survivor) Field Description • 216

Sex Line 1 - Field Description • 216

Sex Line 10 - Field Description • 216

Sex Line 2 - Field Description • 216

Sex Line 3 - Field Description • 217

Sex Line 4 - Field Description • 217

Sex Line 5 - Field Description • 217

Sex Line 6 - Field Description • 217

Sex Line 7 - Field Description • 217

Sex Line 8 - Field Description • 218

Sex Line 9 - Field Description • 218

Source - Field Description • 218

SSN - (Enrollee) Field Description • 218

SSN - (Enrollee/Survivor) Field Description • 219

SSN - Field Description • 219



SSN - Field Instruction • 219	State - (Payroll Office Contact) Field Description • 224
SSN From - (Range) Field Instruction • 219	State - (Payroll Office) Field Description • 224
SSN From - Field Instruction • 219	State - (Payroll Office) Field Instruction • 225
SSN Line 1 - Field Description • 220	State - (Personnel Office Contact) Field Description • 225
SSN Line 10 - Field Description • 220	State - Form 2810 View (Part H) Field Description • 225
SSN Line 2 - Field Description • 220	State - Payroll Office Field Description • 225
SSN Line 3 - Field Description • 220	State - Personnel Office Contacts Add Field Instruction • 226
SSN Line 4 - Field Description • 220	State, U.S. Territory, and Overseas Military Abbreviations Table • 260
SSN Line 5 - Field Description • 221	Status - (Active/Inactive) Field Description • 226
SSN Line 6 - Field Description • 221	Status - (Carrier Transmissions) Search Results Field Description • 226
SSN Line 7 - Field Description • 221	Status - (Payroll Office Contacts) Search Results Field Description • 226
SSN Line 8 - Field Description • 221	Status - (Payroll Office Errors) View Field Description • 226
SSN Line 9 - Field Description • 221	Status - (Processed, Canceled, Released, Not Released) Field Description • 227
SSN To - Field Instruction • 221, 222	Status - (Transmission Carrier) Field Description • 227
Start Date - (Carrier Enrollment Code) Field Description • 222	Status - (Transmission Payroll Office) Field Description • 227
Start Date - (Carrier Plan) Field Description • 222	Status - (Transmission) Field Description • 227
Start Date - (Carrier) Field Description • 222	Status - Form 2809 Add Search Results Field Description • 227
Start Date - (Payroll Office) Field Description • 222	Stop - Field Description • 228
Start Date - (Processed) Field Description • 223	Submission - (Number) Field Description • 228
Start Date - Payroll Office Field Description • 223	Submission - (Payroll Office Enrollees) Reconcile Field Description • 228
State - (Carrier Contact) Field Description • 223	Submission - (Reconciliation Year/Quarter) Field Description • 228
State - (Carrier Plan Contact) Field Description • 223	
State - (Carrier) Field Description • 223	
State - (Carrier) Field Instruction • 223	
State - (Coordinator) Field Description • 224	
State - (Enrollee) Field Description • 224	
State - (Enrollee/Survivor) Field Description • 224	



Submission - (Sequential File Submission Number )  
Field Description • 228

Submission - (Transmission for Reconciliation Quarter)  
Field Description • 228

Submission - Field Description • 229

Submission Date - (Carrier Transmissions) Search  
Results Field Description • 229

Submission Date - (Carrier) Field Description • 229

Submission Date - (Payroll) Field Description • 229

Submission Date - Field Description • 229

Submission Reminder Date - Field Description • 229

Submitter Use #1 - Field Description • 230

Submitter Use #2 - Field Description • 230

Submitter Use #3 - Field Description • 230

Survivor Annuity Claim # - Field Description • 230

## T

Threshold Type - (Payroll Office) Field Description •  
230

Threshold Type - Field Description • 231

Time Processed - (Process Run) Field Description • 231

Time Processed - (Record Processed) Field Description  
• 231

Time Processed - Field Description • 231

To - (Other ID) Field Instructions • 232

To (Quarter/Year - Carrier) - Field Description • 231

To (Quarter/Year - Code) - Field Description • 231

To (Quarter/Year) - Field Description • 231

Total - (Reconciliation Action Codes) Field Description  
• 232

Total - (Reconciliation Reason Codes) Field  
Description • 232

Total - (Transmission Records) Field Description • 232

Total Discrepancies Found - Field Description • 232

Total Discrepancies Reconciled - Field Description •  
233

Total Enrollee Records - Field Description • 233

Total Errors - (Total Field) Field Description • 233

Total Errors - (Transmission File) Field Description •  
233

Total Errors - Field Description • 233

Total Errors - Field Instructions • 233

Total Matches Found - Field Description • 234

Total Records - (Enrollee) Field Description • 234

Total Records - (Records) Field Description • 234

Total Warnings - (Transmission File) Field Description  
• 234

Total Warnings - Field Description • 234

Transmission File Name - (Payroll Office) Field  
Description • 235

Transmission Type - (Optional) Field Instruction • 235

Transmission Type - (Required) Field Instruction • 235

Transmission Type - Field Description • 235

Transmissions - Field Instruction • 235

TRICARE/CHAMPUS - Field Description • 236

TRICARE/CHAMPUS Name (Other) - Field  
Description • 236

TRICARE/CHAMPUS Other - Field Description • 236

Type - (Carrier Contact) Field Description • 236

Type - (Carrier Contact) Field Instruction • 236



Type - (Carrier Plan Contact) Field Instruction • 237

Type - (Payroll Office Contact - Required) Field Instruction • 237

Type - (Payroll Office Contact) Field Description • 237

Type - (Payroll Office Contact) Field Instruction • 237

Type - (Payroll Office Contacts Add) Field Instruction • 237

Type - (Personnel Office Contact) Field Description • 238

Type - (Personnel Office Contact) Field Instruction • 238

Type - Personnel Office Contacts Field Instruction • 238

Type - Personnel Office Contacts Search Results Field Description • 238

## U

Unrecon - Field Description • 238

User ID - (Form) Field Instruction • 239

User ID - (Reconciliation) Field Description • 239

User ID - (Report) Field Instruction • 239

## V

Validation - (Carrier Transmissions) Search Results Field Description • 239

Validation - Field Description • 239

Validation Date From - Field Instruction • 239

Validation Date To - Field Instructions • 240

## W

Warning Code - (Select) Field Instruction • 240

Warning Code - Field Instruction • 240

Warning Codes Table • 251

Warnings - Field Description • 240

Whld Amt - Field Description • 240

## Y

Year - (Error Statistics) Field Description • 241

Year - (Error Statistics) Field Instruction • 241

Year - (Optional) Field Instruction • 241

Year - (Payroll Office Enrollees) Field Instruction • 241

Year - (Payroll Office Enrollees) Search Results Field Description • 241

Year - (Payroll Office Transmissions) View Field Description • 241

Year - (Reconciliation - Required) Field Instruction • 241

Year - (Reconciliation Year for Transmission Record) Field Instruction • 242

Year - (Reconciliation Year) Field Description • 242

Year - (Reconciliation) 2810 Form Field Description • 242

Year - (Reconciliation) Field Instruction • 242

Year - (Required) Field Instruction • 242

Year - (Transmission Year Record) Field Description • 242

Year - Field Description • 243

Year - Field Instruction • 243



Year From - (Range - Required) Field Instruction • 243

Year To - (Range - Required) Field Instruction • 243

Year/Quarter - Field Description • 243

Year/Quarter From - Field Description • 243

Year/Quarter To - Field Description • 244

ZIP Line 5 - Field Description • 247

ZIP Line 6 - Field Description • 247

ZIP Line 7 - Field Description • 247

ZIP Line 8 - Field Description • 247

ZIP Line 9 - Field Description • 247

## Z

ZIP - (Carrier Contact) Field Description • 244

ZIP - (Carrier Plan Contact) Field Description • 244

ZIP - (Carrier) Field Description • 244

ZIP - (Coordinator) Field Description • 244

ZIP - (Enrollee) Field Description • 244

ZIP - (Enrollee/Survivor) Field Description • 244

ZIP - (Payroll Office Contact) Field Description • 245

ZIP - (Payroll Office Contacts Add) Field Instruction •  
245

ZIP - (Payroll Office) Field Description • 245

ZIP - (Personnel Office Contact) Field Description •  
245

ZIP - Form 2810 View (Part H) Field Description • 245

ZIP - Payroll Office Field Description • 245

ZIP - Personnel Office Contacts Add Field Instruction •  
246

ZIP Line 1 - Field Description • 246

ZIP Line 10 - Field Description • 246

ZIP Line 2 - Field Description • 246

ZIP Line 3 - Field Description • 246

ZIP Line 4 - Field Description • 246